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ABSTRACT

Eastern Montana College is a comprehensive state college. The faculty handbook discusses: (1) organization and administration of the college; (2) responsibilities of administrative officers and faculty advisors; (3) committee composition and function; (4) faculty organization and regulations; (5) academic regulations; (6) campus policies; and (7) business procedures. Topics include: equal opportunity policy, the faculty senate, and budget control. (KE)

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FOR FACULTY AND STAFF OF EASTERN MONTANA COLLEGE

HE 007 457

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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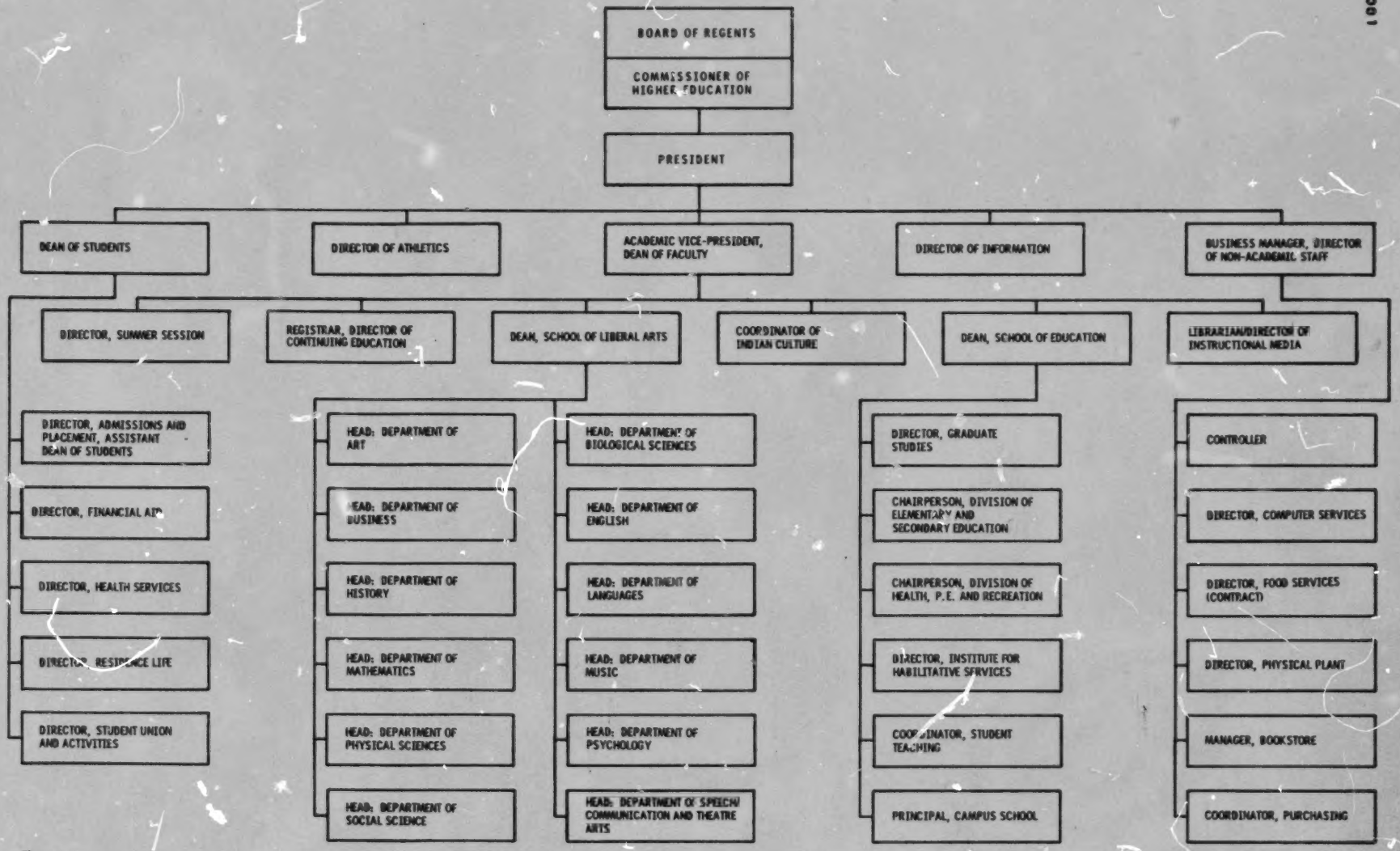
1000 Series

# CHAPTER I

# ORGANIZATION AND ADMINISTRATION OF THE COLLEGE

# EASTERN MONTANA COLLEGE

## CHART OF ADMINISTRATION


BOARD OF REGENTS
COMMISSIONER OF HIGHER EDUCATION
PRESIDENT
DEAN OF STUDENTS
DIRECTOR OF ATHLETICS
ACADEMIC VICE-PRESIDENT, DEAN OF FACULTY
DIRECTOR OF INFORMATION
BUSINESS MANAGER, DIRECTOR OF NON-ACADEMIC STAFF
DIRECTOR, SUMMER SESSION
REGISTRAR, DIRECTOR OF CONTINUING EDUCATION
DEAN, SCHOOL OF LIBERAL ARTS
COORDINATOR OF INDIAN CULTURE
DEAN, SCHOOL OF EDUCATION
LIBRARIAN/DIRECTOR OF INSTRUCTIONAL MEDIA
DIRECTOR, ADMISSIONS AND PLACEMENT, ASSISTANT DEAN OF STUDENTS
DIRECTOR, FINANCIAL AID
DIRECTOR, HEALTH SERVICES
DIRECTOR, RESIDENCE LIFE
DIRECTOR, STUDENT UNION AND ACTIVITIES
HEAD: DEPARTMENT OF ART
HEAD: DEPARTMENT OF BUSINESS
HEAD: DEPARTMENT OF HISTORY
HEAD: DEPARTMENT OF MATHEMATICS
HEAD: DEPARTMENT OF PHYSICAL SCIENCES
HEAD: DEPARTMENT OF SOCIAL SCIENCE
HEAD: DEPARTMENT OF BIOLOGICAL SCIENCES
HEAD: DEPARTMENT OF ENGLISH
HEAD: DEPARTMENT OF LANGUAGES
HEAD: DEPARTMENT OF MUSIC
HEAD: DEPARTMENT OF PSYCHOLOGY
HEAD: DEPARTMENT OF SPEECH/ COMMUNICATION AND THEATRE ARTS
DIRECTOR, GRADUATE STUDIES
CHAIRPERSON, DIVISION OF ELEMENTARY AND SECONDARY EDUCATION
CHAIRPERSON, DIVISION OF HEALTH, P.E. AND RECREATION
DIRECTOR, INSTITUTE FOR HABILITATIVE SERVICES
COORDINATOR, STUDENT TEACHING
PRINCIPAL, CAMPUS SCHOOL
CONTROLLER
DIRECTOR, COMPUTER SERVICES
DIRECTOR, FOOD SERVICES (CONTRACT)
DIRECTOR, PHYSICAL PLANT
MANAGER, BOOKSTORE
COORDINATOR, PURCHASING



Rev. 8-75

## 1002 - INSTITUTIONAL PURPOSES

Eastern Montana College is a comprehensive state college. We offer academic programs in general education, liberal arts and sciences, under graduates and graduate teacher education, and professional and vocational preparation. Quality instruction of students as well as promotion of scholarly interest of both students and faculty are primary purposes of Eastern Montana College.

The underlying principle of the institution is a commitment to the value of lifelong learning. The continuing education program gives the student an opportunity to learn the newest developments in his field of study and explore newly emerging areas of interest and concern. In addition to education for necessary employment skills, the College fosters the study of mankind - his dreams, abilities, values, environment, and limitations.

Eastern Montana College introduces students to the wisdom and skills of man's cultures and helps students create culture beyond what already exists. The College aims for flexibility in programs and learning experiences which have been derived through communication among students, faculty and administration. All members of the campus community are encouraged to provide public service through responsible, creative application of scholarship and knowledge to society's affairs and problems.

## 1003 - ACCREDITATION

Eastern Montana College is accredited by the Northwest Association of Secondary and Higher Schools, and by the National Council for the Accreditation of Teacher Education.

## 1004 - GENERAL ADMINISTRATION OF THE COLLEGE

The Board of Regents of Higher Education is vested with government and control of the Montana University System by Article X, Section 9 (2) of the Montana Constitution. The Regents have ". . . full power, responsibility and authority to supervise, coordinate, manage and control the Montana University System and shall supervise and coordinate other public educational institutions assigned by law."

In addition to its constitutional mandate, the Board of Regents has specific statutory powers and duties which are enumerated by Sections 74-8501, 75-8503 and 75-8504, Revised Codes of Montana, 1947.

In discharging its constitutional and statutory obligations to govern the Montana University System, the Board of Regents issues rules and regulations in the form of policy items.

These policy statements are the operative guidelines which direct and control operations of the institutions within the Montana University System.

## 1005 - A BILL OF RIGHTS AND RESPONSIBILITIES FOR MEMBERS OF THE INSTITUTION: FACULTY, STUDENTS, ADMINISTRATORS AND STAFF

Preamble

Members of the campus have an obligation to fulfill the responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the academic community. All members share the obligation to respect:

The fundamental rights of others as citizens.

The rights of others based upon the nature of the educational process.

The rights of the institution.

The rights of members to fair and equitable procedures for determining when and upon whom penalties for violation of campus regulations should be imposed.

1. As citizens, members of the campus enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all citizens.

   Among the basic rights are freedom of speech; freedom of press; freedom of peaceful assembly and association; freedom of political beliefs; and freedom from personal force and violence, threats of violence, and personal abuse.

   Freedom of press implies the right to freedom from censorship in campus newspapers and other media, and the concomitant obligation to adhere to the canons of responsible journalism.

   It should be made clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.

   The campus is not a sanctuary from the general law.

   The campus does not stand in loco parentis for its members.

   Each member of the campus has the right to organize his or her own personal life and behavior, so long as it does not violate the law or agreements voluntarily entered into, and does not interfere with the rights of others or the educational process.

   Admission to, employment by, and promotion within the campus shall accord with the provisions against discrimination in the general law.

2. All members of the campus have other responsibilities and rights based upon the nature of the educational process and the requirements of the search for truth and its free presentation. These rights and responsibilities include:

Obligation to respect the freedom to teach, to learn, and to conduct research and publish findings in the spirit of free inquiry.

Institutional censorship and individual or group intolerance of the opinions of others are inconsistent with this freedom.

Freedom to teach and to learn implies that the teacher has the right to determine the specific content of his course, within the established course definition, and the responsibility not to depart significantly from his area of competence or to divert significant time material extraneous to the subject matter of his course.

Free inquiry implies that ( except under conditions of national emergency ) no research, the results of which are secret, is to be conducted on a campus.

Obligation not to interfere with the freedom of members of a campus to pursue normal academic and administrative activities, including freedom of movement.

Obligation not to infringe upon the right of all members of a campus to privacy in offices, laboratories, and dormitory rooms and in the keeping of personal papers, confidential records and effects, subject only to the general law and to conditions voluntarily entered into.

Campus records on its members, or former members, should contain only information which is reasonably related to the educational purposes or safety of the campus and may not be released to anyone except with the prior written consent of the individual involved.

Obligation not to interfere with any member's freedom to hear and to study unpopular and controversial views on intellectual and public issues.

Right to identify oneself as a member of the campus and a concurrent obligation not to speak or act on behalf of the institution without authorization.

Right to hold public meetings in which members participate, to post notices, and to engage in peaceful, orderly demonstrations.

Reasonable and impartially applied rules designed to reflect the educational purposes of the institution and to protect the safety of the campus shall be established regulating time, place, and manner of such activities and allocating the use of facilities.

Right to recourse if another member of the campus is negligent or irresponsible in performance of his or her responsibilities or if another member of the campus represents the work of others as his or her own.

Right to be heard and considered at appropriate levels of the decision-making process about basic matters of direct concern.

Members of the campus who have a continuing association with the institution and who have substantial authority and security have an especially strong obligation to maintain an environment conducive to respect for the rights of others and fulfillment of academic responsibilities.

Tenured faculty should maintain the highest standards in performance of their academic responsibilities.

3. The institution, and any division or agency which exercises direct or delegated authority for the institution, has rights and responsibilities of its own. The rights and responsibilities of the institution include:

Right and obligation to provide an open forum for members of the campus to present and debate public issues.

Right to prohibit individuals and groups who are not members of the campus from using its name, its finances, and its physical and operating facilities for commercial or political activities.

Right and obligation to provide for members of the campus the use of meeting rooms under the rules of the campus, including use for political purposes such as meetings of political clubs; to prohibit use of its rooms on a regular or prolonged basis by individual members or groups of members as free headquarters for political campaigns; and to prohibit use of its name, its finances, and its office equipment and supplies for any political purpose at any time.

Right and obligation not to take position, as an institution, in electoral politics or on public issues, except on those issues which directly affect its autonomy, the freedom of its members, its financial support, and its academic functions.

Right and obligation to protect the members of the campus and visitors to it from physical harm, threats of harm, or abuse; its property from

damage and unauthorized use, and its academic and administrative processes from interruption.

Right to require that persons on the campus be willing to identify themselves by name and address, and state what connection, if any, they have with the campus.

Right to set reasonable standards of conduct in order to safeguard the educational process and to provide for the safety of members of the campus and the institution's property.

Right to deny pay and academic credit to members of the campus who are on strike, and concomitant obligation to accept legal strikes legally conducted without recourse to dismissal of participants.

4. All members of the campus have a right to fair and equitable procedures which shall determine the validity of charges of violation of campus regulations.

The procedures shall be structured so as to facilitate a reliable determination of the truth or falsity of charges, to provide fundamental fairness to the parties, and to be an effective instrument for the maintenance of order.

All members of the campus have a right to know in advance the range of penalties for violations of campus regulation. Definition of adequate cause for separation from the campus should be clearly formulated and made public.

Charges of minor infractions of regulations, penalized by small fines or reprimands which do not become part of permanent records, may be handled expeditiously by the appropriate individual or committee. Persons so penalized have the right to appeal.

In the case of charges of infractions of regulations which may lead to notation in permanent records, or to more serious penalties such as suspension or expulsion, members of the campus have a right to formal procedures with adequate due process, including the right of appeal.

Members of the campus convicted of violations under general law may be subject to campus sanctions for the same conduct, in accord with campus policies and procedures, when the conduct is in violation of a campus rule essential to the continuing protection of other members of the campus or to the safeguarding of the educational process.

## 1006 - EQUAL OPPORTUNITY POLICY

Eastern Montana College is committed to equal opportunity for all persons. This institution has always supported a general policy of non-discrimination. Today it is our responsibility to take positive steps to assure equality of opportunity, representation, and achievement to all persons in admissions, employment, and advancement commensurate with their abilities, desires, and potentials. This institution shall accord with the provisions against discrimination as provided by law.

### Affirmative Action Program

In furtherance of our equal opportunity goals the following Affirmative Action Program has been developed.

. An Affirmative Action Program Coordinator shall serve as a continuing member of the President's staff. The Affirmative Action Program Coordinator will be responsible for developing and implementing a viable affirmative action program.

. An Affirmative Action plan has been prepared and will serve as a guide for programs to advance equal opportunity within the Eastern Montana College community. A self-analysis of EMC is essential in identifying and analyzing problem areas for women and minorities. Self-evaluation efforts will be continuous so that we may be readily aware of areas for improvement.

. Strenuous efforts will be made to ensure that personnel actions will be free from any discrimination based on non-merit factors such as race, color, religion, sex, age or national origin. Such actions include employment, promotion, demotion, transfer, layoff or termination; recruitment advertising; rates of pay or other forms of compensation. To meet this objective, (1) no new appointments to any position on campus shall be made without concerted and conscientious efforts to secure applicants or candidates from groups inadequately represented in the various departments, such as women and minorities; (2) no new appointments will be approved by the President's Office without accompanying documentation that adequate search for qualified individuals has been conducted.

. All students and prospective students shall receive consideration in all relations with the institution without regard to their race, color, religion, sex, age or national origin except insofar as a consideration of these factors may assist rather than impede completion of their academic programs.

2000 Series

# CHAPTER II

# RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS AND FACULTY ADVISERS

## 2001 - RESPONSIBILITIES OF THE PRESIDENT

The President of Eastern Montana College shall be the executive head of the instructional and administrative program in all its departments. The President shall have authority, subject to the Regents, to give general direction to these programs, and shall serve as the professional adviser to the Regents. The President is responsible to the Regents for the administration and enforcement of all regulations or policies adopted or approved by them.

The President, with such advice as he deems necessary and subject to approval of the Regents, shall determine from time to time the internal and functional organization of the College.

The President shall be responsible for the appointment and functioning of all committees, councils and boards necessary for the operation of the College program. The President shall be an ex officio member of all such College committees, councils and boards. The President may delegate to other College administrators, faculty and staff such duties as he deems necessary in the interests of the College.

The President shall have the right to veto any legislation or recommendations of the faculty or the Academic Council, provided, however, that any issue so vetoed must be referred to the Regents for consideration upon a referendum vote of three-fourths of the faculty or of the Academic Council.

## 2002 - RESPONSIBILITIES DELEGATED TO THE COLLEGE FACULTY

While the final authority for the government of Eastern Montana College is vested in the Board of Regents of Higher Education, it is recognized that the Faculty should participate in the formation of its academic policy. From time to time the areas of faculty interest and participation will be delineated and procedures under which the faculty shall function as a body be established.

## 2003 - OFFICIALS TO ACT IN PLACE OF THE PRESIDENT

In case of the unavailability of the President of Eastern Montana College, the following persons may be designated to act in place of such President in the following order:

1. The Academic Vice President and Dean of Faculty
2. The Dean of Education
3. The Dean of Liberal Arts
4. The Dean of Students
5. The Business Manager and Controller

## 2004 - RESPONSIBILITIES OF THE ACADEMIC VICE PRESIDENT AND DEAN OF FACULTY

The functions of the Academic Vice President and Dean of Faculty at Eastern Montana College are combined in one office and person. This person is appointed by the Board of Regents upon the recommendation of the President of the College. As the Academic Vice President, this person is charged with the general implementation of the educational program of the College and, in the absence of the President, shall serve as Acting President. As the Dean of Faculty, this person is accountable for the proper functioning of the academic program through responsibility for and to the faculty.

The Academic Vice President and Dean of Faculty, under the direction of the President of the College, shall administer the educational policies established by the President and such official bodies as the Academic Council. In this capacity, all faculty members will have complete freedom to discuss college affairs with the Academic Vice President and Dean of Faculty although they will first generally take up such matters with their department heads, divisional chairperson, and / or the Dean of their respective school. All members of the faculty, in addition, shall have the privilege of direct access and appeal to the President.

After consulting the Dean of the School of Education, and / or the Dean of the School of Liberal Arts, the roll of the college faculty shall be prepared. The Academic Vice President and Dean of Faculty shall recommend their rank according to the findings of the Faculty Committee on Rank and Tenure and their salary and terms of

appointment to the President.

Through the Deans of the Schools of Education and Liberal Arts, this person shall be charged with the supervision and coordination of curricula, courses, and methods of instruction. Through the Librarian/ Director of Instructional Media, this person shall be responsible for the learning center of the College. Through the Registrar and the Director of Admissions, he shall administer the College policies on admissions and scholastic requirements. Consultation shall occur with the administrators concerned in the preparation of that part of the College budget request which is related to academic affairs.

The Academic Vice President and Dean of Faculty shall serve as the coordinating officer among the schools, divisions, departments and special academic areas of the College and work directly with personnel involved. In this capacity, such meetings of the faculty as may be necessary for the discussion of common problems shall be called.

The Academic Vice President and Dean of Faculty shall make periodic reports to the President concerning the academic status of the College.

## 2005 - RESPONSIBILITIES OF ACADEMIC DEANS

Each school of the College shall be administered by a Dean appointed by the Regents upon the recommendation of the President. The Dean shall act as the immediate administrative officer in charge of his school and shall be under the supervision of the President and directly responsible to the Academic Vice President and Dean of Faculty.

The Dean shall be responsible for assigning, supervising, and coordinating the work of all instructional and service departments or agencies in his school; such duties including the assignment of teaching responsibilities and periodic review of the instructional program of the school.

The Dean shall assume responsibility for the execution of institutional policy where those policies and regulations are applicable within the operation of the school, and may inititate by recommendation

to the Academic Vice President or appropriate committees such proposals as may alter constituted policy or establish new policy affecting said school.

The Dean shall be responsible for the supervision, coordination, and evaluation of curriculum and shall carry on such study and revision of the various curricula in the school as seem advisable.

The Dean shall be responsible for screening, selection, and recommendation-for-appointment of all professional and non-professional staff and faculty to serve within the school.

The Dean shall prepare and forward to the Academic Vice President and Dean of Faculty all recommendations pertinent to employment, dismissal, retention, promotion, salary, and tenure of his faculty and staff; and such periodic evaluations of personnel as requested by the Dean of Faculty.

The Dean shall provide for the orientation and instruction of new faculty in matters of college, school, and departmental policy and shall inform all continuing faculty and staff of appropriate modifications in policy and procedural matters related to the effective pursuit of their assigned duties.

The Dean shall be responsible for the preparation and reporting of such budgetary information as is requested by administrative officers.

The Dean shall prepare any informational reports requested by the administration relative to the operation of his school.

The Dean shall be responsible for the registration and advisement of all students enrolled in his school and shall retain such records as necessary.

The Dean shall call meetings of faculty and staff within the school to transact assigned institutional business.

The Dean shall involve divisional chairperson, department heads and agency coordinators assigned to the school in the implementation of any and all of the preceding responsibilities and duties here stated; and, may specifically designate said department head or agency coordinator as directly responsible to the Dean for the completion of any assignment. However, in no instance shall the Dean be relieved of full responsibility to the administration for any duty or activity within the recognized province of the school.

## 2006 - RESPONSIBILITIES OF DIVISIONAL CHAIRPERSONS

The divisional chairperson shall be responsible to the Academic Dean for the entire operation of the academic division and shall report directly to the Dean. The division chairperson will be able to delegate many duties to the department heads and will consult with them on matters of policy and routine. The department heads, however, are directly responsible to the division chairperson. Within this structure the duties of both are delineated as indicated below.

The division chairperson has the following responsibilities to :

a) Inform the Academic Dean at all times of any matters within the divisions which transcend routine and consult with the Dean about such affairs.

b) Call meetings of the divisional faculty, advising the Academic Dean of time and place so that the Dean may attend any of them.

c) Prepare budget requests for the division to submit to the Academic Dean. Allocate the divisional budget and supervise its administration. Sign all requisitions against divisional funds and maintain necessary information on the budget.

d) Submit salary, rank, promotion and tenure recommendations for divisional faculty members and recommend to the Academic Dean any needed changes in divisional personnel, including new appointments, dismissals and terminations after recommendations from, or after consultation with, department heads.

e) Monitor the work loads of divisional faculty and staff to assure that departments maintain as fair an adjustment of teaching loads and other responsibilities between individuals and between departments as possible.

f) Assist in the decision of departmental controversies and consult with the Academic Dean on such matters.

g) Recommend divisional faculty members to serve on committees, to act as advisers to student groups, or to assume other duties outside the classroom.

h) Review and approve teaching and class schedules, and room and office assignments after department heads have prepared such schedules and assignments for the approval of the Academic Dean before the schedules and assignments are submitted to the Registrar.

i) Direct the formulation of divisional policy recommendations for the approval of the Academic Dean.

j) Direct the formulation of divisional recommendations to such bodies as the Teacher Education Committee or the Academic Council.

k) Evaluate the transcripts of transfer students intending to take a major or a minor in the division, or assign such evaluations to the appropriate department head.

l) Administer pre-registration and registration procedures.

m) Approve applications for graduation.

n) Handle all divisional correspondence and sign all routine instruments.

o) Serve on committees to which he/she is appointed or elected

p) Delegate responsibilities to department heads.

q) Attend such professional meetings as a budget will allow and encourage the faculty members to attend whenever possible.

r) Perform such other tasks as may be assigned by the administration.

s) Assist in securing new faculty personnel.

t) Supervise interdisciplinary interdepartmental programs.

u) Teach courses whenever feasible.

v) Monitor the supervision of secretarial and clerical staff within the Division.

w) Supervise the use of such facilities and equipment as may be assigned by the administration to the Division.

## 2007 - RESPONSIBILITIES OF DEPARTMENT HEADS

The primary role of the Department Head is to foster a quality educational program for students by creating an administrative climate in which the faculty member is able to teach and perform well. More specifically, the Department Head's roles and duties include careful attention to such associated student services as academic advisement, concerned representation of the department's opinions and problems, and conscientious administration of internal departmental principles, policies, and procedures as well as responsiveness to directives from the administration.

The Department Head has the following responsibilities to:

a) Supervise the selection and recommendation of new faculty according to procedures determined by the department.

b) Make faculty evaluations as necessary for transmittal to the Dean.

c) Attempt to solve problems between faculty.

d) Recommend faculty for college committee assignments after consultation with faculty members.

e) Recommend faculty salaries to the Dean according to procedures to be determined by the department.

f) Prepare and submit to the Dean budget requests, including Summer School requests, after departmental approval.

g) Determine budget allocations, including travel funds, within the department according to procedures to be determined by the department.

h) Prepare and submit occasional expenditure reports as necessary.

i) Propose changes in curriculum, degree requirements, and non-curricular programs after approval by the department.

j) Insure coordination of curricula within the department and with other departments.

k) Determine yearly course offerings and Summer School offerings after consultation with the department faculty.

l) Determine class time schedules after consultation with the department faculty.

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m) Assign courses to faculty for both the academic year and Summer School after consultation with the department faculty.

n) Approve faculty assignments to extension and continuing education teaching.

o) Administer departmental registration.

p) Attempt to solve problems between students and faculty.

q) Assign student advisees to faculty according to procedures to be determined by the department and approved by the Dean.

r) Evaluate transcripts for transfer students in cooperation with the Office of Admissions.

s) Review and approve records for graduation submitted by faculty advisers.

t) Supervise departmental routine office matters, including revision of catalog entries and departmental brochures.

u) Conduct departmental meetings.

v) Represent the department at meetings of CHAD and other appropriate committees.

w) Act as departmental liaison with other departments and other administrators.

x) Set a professional example for faculty members.

y) Promote and encourage the obtaining of grants, attendance at professional meetings, research and other scholarly activities, publication, performance, and other creative production among departmental faculty.

z) Teach on a reduced load basis as commensurate with administrative load and approved by the Dean.

Such other administrative duties as required by department needs or assigned by the Dean.

Assistance in placement of graduating students is the primary function of the Placement Office, but this is an area of concern to each department, whose Head and staff shall render whatever assistance is possible.

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The internal structure of departments shall be determined by the departments concerned and approved by the Department Head and the Dean. Each department reserves the right to establish its internal principles, policies, and procedures compatible with the roles and duties of the Department Head.

Selection of Department Heads

a) The criteria to be considered by departments and the college administration in selecting a Department Head shall be left to the discretion of the department and administrators involved in the process.

b) The procedures for the selection of a Department Head shall originate with a recommendation of such appointment by the department involved.

Terms of Retention for Department Heads

a) The term of office of a Department Head shall be determined in each case by the department involved.

b) The position of Department Head shall be filled throughout the academic year and summer session as needed. Each department shall insure that someone fill the position at all these times.

c) The Department Head shall receive an administrative salary increment both during the academic year and during the Summer School session. Whenever a Department Head is absent from his duties for an extended time (one month or more), he shall relinquish his administrative salary increment except when the purpose is sick leave; and an acting Head shall be designated from the department, who shall receive a pro-rated administrative salary increment for the time of his service. The Department Head shall relinquish his administrative salary increment when he vacates the department head position, but without loss of accrued faculty salary increases.

d) The Department Head position shall be granted a special travel allowance in addition to the regular faculty allowance, in order to enable the Department Head to attend meetings of primary importance to the department.

Evaluation of Department Heads

a) Every two years the Dean of the School shall survey the faculty within the department with a brief, uniform, anonymous

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questionnaire at mid-year, to obtain a measure of their satisfaction with the performance of the Department Head. The results of this biannual evaluation shall be summarized for the Head as a tool for him to improve his performance.

b) If a majority of the responses from the departmental faculty are negative, the Dean shall arrange a meeting with the department, in the absence of the Department Head, to informally assess the exact nature and degree of the dissatisfaction.

c) The Dean shall then inform the Department Head of the nature of the dissatisfaction and seek to resolve the difficulty without further executive action.

d) In the event that administrative change seems necessary, the Dean shall recommend appropriate action to the college administration after due process procedures have been observed with all parties concerned.

2008 - RESPONSIBILITIES OF THE LIBRARIAN/DIRECTOR OF INSTRUCTIONAL MEDIA

The Librarian/Director of Instructional Media is directly responsible to the Academic Vice President and Dean of Faculty and shall have the following duties:

a) To plan the development of quality library resources and services, including audio-visual resources and services, adequate to meet the instructional and special needs of students and faculty.

b) To formulate and administer policies promoting effective utilization of library and audio-visual resources and services by students, faculty and other members of the college community.

c) To bear responsibility for the satisfactory administration of the library and audio-visual services.

(2008 - continued, p. 2)

d) To prepare and execute the annual budgets for the operation of the library and audio-visual services.

e) To participate both as a member and as an officer in the activities of the Library Committee.

f) To recommend the appointment, promotion and termination of appointment of all library and audio-visual personnel and to supervise the work of such personnel.

g) To prepare reports, surveys, studies, and analyses of Library and audio-visual services.

h) To represent the college library to its users, the general public, and in educational and library groups.

i) To assist in securing gifts for the library.

j) To cooperate with other libraries and librarians in fostering library development in the community, state and region.

## 2009 - RESPONSIBILITIES OF THE REGISTRAR

The Registrar is directly responsible to the Academic Vice President and Dean of Faculty and shall have the following duties:

a) Maintain an accurate and current college catalog following the standards of the Northwest Association of Secondary and Higher Schools.

b) Coordinate and publish the Yearly Time Schedule of classes.

c) Publish the Summer Session Bulletin and Summer Time Schedule.

d) Direct the activities and supervise the work of an office of records designated to serve the students, the faculty and the public.

e) Direct the registration of students with the advice and counsel of the Committee on Registration and Orientation.

f) Organize statistical information for use by various divisions and departments as well as the administration.

g) Submit reports concerning the offical standing of students to the students and appropriate academic officers and faculty.

h) Provide transcripts of students' records, subject to such limitations as necessary, for appropriate purposes.

i) Recommend the appointment, promotion and termination of all personnel in the Office of the Registrar and supervise the work of all such personnel.

j) Analyze the effectiveness and adequacy of procedures in his office and recommend guidelines for the future.

k) Act as a informed consultant to the President and other administrative officers on matters of student enrollments, academic regulations, and all other such matters.

l) Serve on the following standing committees of the college.
   1. Administrative Council
   2. Admissions Committee
   3. Athletic Committee
   4. Commencement Committee
   5. Computer Utilization Committee
   6. Continuing Education Committee

7. Registration and Orientation Committee
8. Scholarship Requirements Committee

m) Determine official eligibility of students who participate in inter-collegiate athletics.

## 2010 - RESPONSIBILITIES OF THE BUSINESS MANAGER

Under the general supervision of the President, the Business Manager shall be charged with the financial and business management of the College as approved by the President and the Board of Regents and shall:

a) Evaluate and approve or disapprove the recommendations of the Controller relative to the operation of the Business Office and campus support activities.

b) Correlate the material for proposed budgets, prepare such budgets and submit them with recommendations to the President for review or revision prior to the presentation to the Board of Regents.

c) Have custody of all contracts, insurance policies, leases, deeds, and other legal documents.

d) Implement and maintain a personnel management system and a related salary schedule for all personnel who do not receive a contract from the Board of Regents.

e) Be present at, or conduct labor negotiating sessions with employee organizations who have been duly certified to represent the various employee groups of the College.

f) Evaluate and approve or disapprove the recommendations of the Director of the Physical Plant relative to the operation of the physical plant, and for the construction, remodeling or other alteration of the buildings of the College.

g) Evaluate and approve or disapprove the recommendations of the Director of Computer Services relative to the operation of the Computing Center.

h) Evaluate and approve or disapprove the recommendations of the Bookstore Manager relative to the operation of the Bookstore.

i) Evaluate and approve or disapprove the recommendations of the Directors of the various auxiliary enterprises relative to the financial responsibility of each enterprise.

j) Be the liaison officer of the College with the contract Food Service relative to the financial arrangements.

k) Such other duties as may be assigned from time to time by the President.

## 2011 - RESPONSIBILITIES OF THE CONTROLLER

Under the direction of the Business Manager, the Controller is generally responsible for the accounting and financial reporting of the funds of the College. Specifically, the Controller shall:

a) Maintain the College's books of account.

b) Account for all funds of the College.

c) Prepare necessary fiscal reports for College officials, governing boards, governmental agencies, and others in accordance with applicable laws and regulations.

d) Monitor the budgets of all funds and provide budget reports to the appropriate administrators.

e) Receive, deposit, invest, and process expenditures of all College funds.

f) Supervise personnel in the Business Office and campus support activities.

g) Implement adequate internal control procedures for the receipt and disbursement of funds, including an internal audit program.

h) Perform such other duties as may be required from time to time by the Business Manager.

## 2012 - RESPONSIBILITIES OF THE DIRECTOR OF COMPUTER SERVICES

The Director of Computer Services is responsible to the Business Manager and shall plan, organize and control overall activities of data processing including systems, programming, and operations through managing subordinates or by direct supervision. Specifically, the Director of Computer Services shall:

a) Serve as the Chairperson of the Computer Utilization Committee and take necessary actions to implement the recommendations developed by the Committee for the academic and administrative usage of the Computer Center.

b) Coordinate all data processing activities and establish liaison channels with those departments or other agencies directly or indirectly involved with data processing functions.

c) Provide assistance in the development and implementation of computer supported instruction and services within the academic areas.

d) Direct the development, implementation, and documentation of integrated administrative information and management systems.

e) Coordinate in-service training programs for faculty and staff and direct orientation tours for students.

f) Review computer and peripheral equipment utilization statistics to determine and control budget requirements, and plan operating changes within the Computer Center.

g) Make continual studies in order to determine the College computing requirements and efficiency level of the Computer Center, and recommend required improvements.

h) Perform such other duties as may be required from time to time by the Business Manager.

## 2013 - RESPONSIBILITIES OF THE DIRECTOR OF THE PHYSICAL PLANT

Under the general supervision of the Business Manager, the Director of Physical Plant is charged with the responsibility for operating and maintaining the campus buildings and grounds in a safe, efficient manner. The functions of the department include:

a) Planning program development for new buildings, preparing loan and grant applications for new construction, providing construction supervision, preparing contract documents (project under $10,000), maintaining complete facilities records, implementing preventive maintenance and routine maintenance programs.

b) Responsibility for the construction, repair and maintenance of buildings, equipment and machinery.

c) Usual police duties as well as instituting safety, fire prevention, civil defense and traffic control programs.

d) General housekeeping and maintenance of the campus buildings and furnishings.

e) Landscaping and maintenance of the grounds, including campus greenery, sidewalks and parking lots.

f) Maintaining a fleet of vehicles, both trucks and automobiles, for the use of the College personnel.

g) Other duties that may be assigned from time to time by the Business Manager.

## 2014 - RESPONSIBILITIES OF THE DEAN OF STUDENTS

The Dean of Students has general supervision of all organized student activities not under the immediate supervision of academic departments. In this person is vested responsibility for the coordination of the student personnel services, through the offices as the Assistant Dean of Students, Admissions, Housing, Student Union, Health Services, Financial Aid, Placement Services,

Student Development Center, Special Services, Upward Bound Program, and Veteran's Upward Bound Program.

The Dean of Students is the main office of the college regarding inappropriate student behavior. With the aid of such advisory groups as he may desire, the Dean is responsible for the presentation of all serious behavior problems to the President.

The Dean of Students shall:

a) Coordinate the supervision of all social activities of the student body and the housing of on-campus students through the appropriate persons responsible for these areas.

b) Develop a communication line with students, particularly the leaders of the student body.

c) Assist the faculty and other administrative officers of the college by facilitating the free exchange of opinion and information among the students, the faculty and the administration and shall also interpret and communicate the attitudes and policies of these groups as they are of mutual concern.

d) Maintain financial records and have general supervision of the budget allotted to all student personnel offices. The immediate responsibility for the administration of these budgets may be delegated to the appropriate officers.

e) Do everything within the Dean's power to build up high student morale and exemplary student spirit.

## 2015 - RESPONSIBILITIES OF THE DIRECTOR OF ADMISSIONS

The Director of Admissions is directly responsible to the Dean of Students with the following areas of responsibilities:

a) Implement and enforce the policies for admissions as established by the Montana State Board of Regents.

b) Management of the Office of Admissions:
   1. Hiring and supervision of staff
   2. Supervise office practice and routine to insure efficiency and confidentiality of information
   3. Process all applications for admission to the college - freshmen, re-admission, transfer and graduate
   4. Code all applications for data processing of registration packets
   5. Evaluate transfer credits on all transfer applicants
   6. Maintain admissions budget and deposit of admissions fees
   7. Maintain efficient processing of all mail
   8. Distribute Admissions applications and other printed material to drop-ins and mail inquiries
   9. Evaluate written communications to maintain accuracy and current information
   10. Prepare periodic reports for both on and off campus use
   11. Inservice training of staff to keep them informed of the campus programs, regulations, costs, etc.

c) Liaison
   1. Assist all office drop-ins - parents, students, counselors, educators, faculty and administrators
   2. Counsel with freshmen to assist them with their educational objectives
   3. Assist transfer students with their program of studies - evaluation of credits, selection of courses, etc.
   4. Answer all letters of inquiry and maintain follow-up
   5. Keep secondary counselors and principals informed of the programs available
   6. Participate in secondary school functions, such as College Night, Career Day, etc.
   7. Regular visitations to Montana high schools
   8. Quarterly visitations to Montana and Wyoming junior colleges to assist transfer students
   9. Arrange campus visitations for singles or groups
   10. Organize and implement student ambassador programs
   11. Write all material to be released from the Office of Admissions
   12. Write and design admissions brochures

13. Write and develop newsletters pertaining to admissions
14. Maintain effective working relationships with campus students, faculty and administrators

d) Evaluation of Admission Procedures
   1. Do follow-up studies on students
   2. Analyze data to identfy trends or needs
   3. Develop objectives for all areas of admissions, staff, publications, advertising and means of reaching objectives
   4. Maintain an awareness of state and national trends in enrollments, admissions, etc.

## 2016 - RESPONSIBILITIES OF THE DIRECTOR OF THE STUDENT UNION & STUDENT ACTIVITIES

The Director of the Student Union and Student Activities is responsible to the Dean of Students for the promotion and coordination of student activities, and the total activity of the Union and its staff. This person coordinates and interprets all staff, students and college effort - both educational and business - to realize educational objectives of the Union. The Director shall consult with the Dean of Students, when necessary, in such matters as the budgeting of student monies and the development and implementation of student personnel policies related to student activities. The Director shall consult with the Dean of Students in matters of budgeting, purchasing, sales and general Union management. The Director shall account to the Business Manager and Controller for Union funds and audit of Union account.

## 2017 - RESPONSIBILITIES OF THE DIRECTOR OF HOUSING

The Director of Housing shall be responsible to the Dean of Students for the administration and supervision of policy relating to student housing both on the campus and off. To the Business Manager and Controller, the Director is responsible for the collection, disbursement and accounting of housing and food service income and periodic review of financial matters. With the advice of the Dean of Students, the Director shall be responsible for the development of detailed operating policies and procedures designed to insure effective use of the residence halls and housing facilities. The Director shall be involved in the administration of a general maintenance and the physical operation of the residence halls, and shall coordinate planning with the Business Manager and Controller and the Director of the Physical Plant. To the extent that adequate assistance is available, the Director of Housing shall coordinate and supervise off-campus housing. The Director shall be responsible for preparing and administering budgets with the department of housing. The Director is responsible to the Dean of Students and the Business Manager and Controller for submitting periodic reports concerning the functioning of the housing program.

## 2018 - RESPONSIBILITIES OF THE DIRECTOR OF THE PLACEMENT OFFICE

The Director of Placement is directly responsible to the Dean of Students. The Director of Placement is responsible for the following:

a) Compiling files for graduating seniors

b) Maintaining and assisting alumni in keeping files up-to-date

c) Notifying graduating senior and alumni of employment opportunities

d) Providing prospective employers with copies of credentials

e) Arranging interviews with prospective employers

f) Communicating with prospective employers concerning employment opportunities

g) Providing department heads of the College with information concerning employment opportunities

h) Administer Placement budget

## 2019 - RESPONSIBILITIES OF THE DIRECTOR OF THE STUDENT DEVELOPMENT CENTER

The Director of the Student Development Center is responsible to the Dean of Students for the planning, developing and coordinating of guidance and counseling services. Duties include vocational, educational, and personal counseling, and administration of the counseling and testing program.

The Director administers the standardized testing program for the College, aids in the training of personnel involved in auxiliary counseling services, and develops and implements referral services. The Director maintains liaison with non-college organizations which are involved in counseling, testing or research for educational and/or commercial purposes. The Director recommends the budget for the Student Development Center and is responsible for the accounting of any fees or honoraria collected by staff members.

Duties include the collection, dissemination and interpretation of test research data to the faculty. The Director of the Student Development Center cooperates with other members of the Student Personnel Division in creating and maintaining a satisfactory academic climate and student morale.

## 2020 - RESPONSIBILITIES OF THE DIRECTOR OF THE STUDENT HEALTH CENTER

The Director of the Student Health Center reports directly to the Dean of Students. Responsibilities include supervision of all health center employees. The Director is responsible for student health on campus including phases of preventive medicine. Treatment of patients is primarily of the out-patient type but does include ward care during day-time hours. The Director provides innoculations recommended by an allergist or family M.D. Medical counseling are also available through this office. The Director is responsible for the medical records of all students.

## 2021 - RESPONSIBILITIES OF THE DIRECTOR OF FINANCIAL AID

The Director of Financial Aid administers and coordinates all forms of financial aid including all student employment through the Financial Aid Office of the College. The Director is responsible to the Dean of Students.

The Director shall be financial counselor for student applicants regarding the various aid available and shall supervise an information program specifically designed to educate students and the public. Administration of financial aid shall include such programs as Work-Study, Educational Opportunity Grants, National Direct Student Loans, Guaranteed Loans, Student Loan Fund, Advanced Honor Scholarships, Grants-In-Aid, Out-of-State Fee Waivers. Whenever it is proper and pertinent questions and/or decisions concerning these and other programs shall be referred to the Financial Aid Committee. The Director shall serve as Chairperson of the Financial Aid Committee.

The Director shall check on the continued quarterly progress of students receiving financial aid and/or shall maintain complete up-to-date records on each program which he/she administers. The Director shall establish and maintain liaison with off-campus agencies which provide aid and scholarships to students.

The Director shall prepare the applications for all federal aid programs and shall supervise the preparation of all reports on financial aid programs.

The Director shall be responsible for research to determine the most efficient management of aid funds and to encourage the development of various financial aid funds from within and outside the institution.

## 2022 - UNASSIGNED

## 2023 - RESPONSIBILITIES OF THE DIRECTOR OF INFORMATION

The Director of Information reports to the President and has the general responsibility for the dissemination of the College information on or off the campus. Currently the Director also serves as the Executive Secretary of the Eastern Montana College Alumni Association. The office is responsible for the coordination of events each time College facilities are used.

Specifically, the Director of Information shall:

a) Provide the public news media with information concerning the College, its faculty, administration and students, and be responsible for all official releases from the College.

b) Plan activities other than news releases helpful in promoting information concerning Eastern Montana College.

c) Coordinate events so that all requirements for their success are met.

d) Keep the President informed of activities going on at the College.

## 2024 - RESPONSIBILITIES OF THE DIRECTOR OF ATHLETICS

The Director of Athletics is directly responsible to the President and with the advice of the Athletic Committee is responsible:

a) To assist in the establishment of athletic policies which are in harmony with the philosophy of the College and to conduct the business of the Department of Athletics within these guidelines.

b) To operate the department in an efficient, orderly and businesslike manner, instituting such procedures for receipt and disbursement of funds and for purchase and payment of necessary equipment and supplies and such other similar duties as are necessary to comply with established state and college regulations.

c) To recommend for hire or termination, to supervise, to evaluate and to propose salary advancements for personnel needed for optimum department functioning.

d) To schedule, promote and manage all varsity intercollegiate athletic contests.

e) To arrange for adequate facilities and equipment for both practices and games.

f) To assure that all participants and coaches are informed of the school, Frontier Conference, and NAIA rules and regulations, and to take such measures as are necessary to see that they are followed.

g) To interpret the athletic program to the student body, the faculty, the alumni, and the community.

h) To develop and present to the Athletic Committee an athletic budget which provides for the needs of all varsity intercollegiate sports within the confines of the amount of monies available and the interests of the student body, faculty, alumni, and community.

i) To institute and keep such records of athletic contests, participants, departmental activities and other data needed to provide an adequate history of intercollegiate athletics at the college.

j) To strive to provide an environment for play and practice which assists in the development of a satisfactory, desirable educational experience for spectators and participants.

k) To recommend to the financial aid committee qualified student athletes for available financial assistance.

l) To encourage staff members to keep abreast of educational advancements and to advise them of these opportunities.

m) To represent the department and the college at local, state, and national meetings of athletic and allied organizations.

n) To offer clinics for benefit of area coaches and players.

o) To coordinate the Department of Athletics with other institutional departments.

p) To anticipate, plan for, and attempt to provide for future departmental facility, staffing, and similar needs based upon projected growth of the college.

q) To attend as many athletic contests as possible.

r) To assist in the development and operation of a program for the recruitment of student athletes.

s) To provide leadership and actively assist in the educational endeavors of all student athletes and to assist them in obtaining appropriate positions upon leaving school.

## 2025 - RESPONSIBILITIES OF THE DIRECTOR OF CONTINUING EDUCATION

The Director of Continuing Education is directly responsible to the Academic Vice President and Dean of Faculty, and the Director shall have the following responsibilities:

a) Direct the implementation of the policies of the Montana University System and Eastern Montana College for administering the Continuing Education Program.

b) Upon approval from the Dean of School of Liberal Arts and from the Dean of the School of Education, appoint instructors for various extension courses.

c) Coordinate extension courses for communities in eastern Montana.

d) Maintain the Continuing Education Program on a self sustaining financial basis.

e) Coordinate the Miles City summer resident center.

f) Chair the Continuing Education Committee.

## 2026 - RESPONSIBILITIES OF THE COORDINATOR OF AFFIRMATIVE ACTION

The Affirmative Action Coordinator is responsible for developing and implementing the Affirmative Action Program. The Coordinator will work with faculty members and administrative officers to insure that all personnel actions are free from any discrimination based on non-merit factors such as race, color, religion, sex, age or national origin. Eastern Montana College is committed to affirmative action and will take positive steps to guarantee that all persons have an equal opportunity for employment, growth and advancement commensurate with their skills, desires, and potentials.

## 2027 - RESPONSIBILITIES OF THE COORDINATOR OF STUDENT TEACHING

The Coordinator of Student Teaching shall be responsible to the Academic Dean of the School of Education for the entire operation of the Student Teaching Program and its allied program and shall report directly to him.

The Coordinator of Student Teaching shall be responsible for assigning, supervising, and coordinating the work of all student teachers. He may delegate this responsibility to college faculty who have been assigned by the Dean of the School of Education or by a Department Head to supervise student teachers. Whenever a college professor is assigned a portion of his time to supervise student teachers, the Coordinator of Student Teaching shall be responsible for assigning student teachers to be supervised. The Coordinator of Student Teaching will also be responsible for supervising the supervisory activities of these faculty members.

The student teaching program and its allied programs, such as the sophomore pre-student teaching practicum, shall be developed cooperatively by the faculty of the School of Education. The Coordinator of Student Teaching will be responsible for the administration and execution of these programs.

In an attempt to effect a harmonious relationship with the Department Heads and the Coordinator of Student Teaching, the Coordinator shall work cooperatively with them on all matters pertaining to their departmental student teaching activities.

In addition, the Coordinator of Student Teaching has the following responsibilities to:

1. Prepare budget requests for the Student Teaching Program to be submitted to the Dean of the School of Education.

2. Allocate the Student Teaching Budget and supervise its administration.

3. Arrange all student-teacher assignments which are made with cooperating schools.

4. Establish guidelines for school visitation by assigned college supervisors and the supervision of such policies.

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5. Maintain records of each student teacher as well as information about the entire program including data on cost relationships which may be needed in future planning.

6. Provide written information to student teachers concerning policies and supervisory procedures related to the student teaching experience.

7. Establish uniform guidelines and procedures for college supervisors to use in regard to the supervision of student teachers.

8. Make recommendations to the Dean of the School of Education for appointment of college personnel, in the School of Liberal Arts and in the School of Education, who would have a major proportion of their college assignment devoted to the supervision of student teachers with an accompanying recommendation of support from the Department Head in which rank is to be given. The Coordinator will also be responsible for supervising such personnel in all matters related to their assignments as supervisors of student teachers. He shall submit to the appropriate Department Head recommendations for promotion and tenure of all members in the School of Education who have been employed with the specific understanding that the major portion of their college assignment would be devoted to the supervision of student teachers or of those students in the pre-student teaching Sophomore experience. The Department Heads would in turn forward the recommendations accompanied by their personal recommendations, through the proper administrative channels, to the Rank and Tenure Committee, and the Coordinator of Student Teaching shall have similar responsibility for such personnel in all matters related to the college supervisor's classroom teaching responsibility.

9. Coordinate and Administer the overall Education 295 Practicum program (Sophomore pre-student teaching). The Coordinator of Student Teaching will work directly with the Department Heads, or their appointed representative, in all matters related to the coordination of this program.

(2027 - continued, p. 3)

10. Recommend to the Dean of the School of Education any innovative pilot project related to the improvement of all aspects of the student teaching program and the pre-student teaching program.

11. Recommend to the Dean of the School of Education and the Dean of Liberal Arts that faculty members in the School of Liberal Arts and in the School of Education who serve as supervisors of student teachers on the secondary level be assigned professionally structured reduced teaching load in their respective departments and/or divisions according to a flexible policy or formula proposed by the Teacher Education Committee and acceptable to the Coordinator of Student Teaching.

## 2040 - ASSIGNMENT AND RESPONSIBILITIES OF ADVISERS

The responsibility for the system of the advisement of students rests with the Dean of Education and the Dean of Liberal Arts for their respective school. They will monitor the evaluations of the transcripts of the transfer students which concern them. They will determine the degree to which they will delegate to division chairperson and/or department heads the authority to assign advisees to advisers, adjust teaching-advisee loads, and conduct periodical reviews of advisement procedures with all department heads.

The Director of Admissions has the responsibility for referring new students for advisement to the appropriate department head according to the choice of curriculum indicated on each student's application for admission. (The names of the students will then be placed upon the advisee roll of a specific department and adviser and the student will officially counsel with that adviser.) In the case of transfer students, a working copy of the student transcript for the use of the adviser will be furnished by the Director of Admissions.

The Registrar will be responsible for supplying working copies of the transcripts of advisees for the use of the adviser and will furnish such copies upon the request of the adviser.

The responsibilities of the department heads are indicated below:

a) Prepare a folder for each advisee assigned and keep the academic records of that student current at all times, requesting from the Registrar a working copy of the transcript of each returning student at the beginning of the Fall Quarter.

b) Maintain accurate departmental status sheets showing the progress of the student toward the completion of the general education, major, minor, professional core, and other requirements as applicable.

c) Supervise the procedure necessary to certify the student for graduation by:

1. Directing the student to file an application in the Office of the Registrar.
2. Initiating the processing of the Evaluation for Graduation Form which will be supplied by the Registrar.

Responsibilities of advisers are to counsel with the student at registration and other times as necessary.

All questions concerning changes in the evaluation of a student transcript shall be cleared with the College official who signed the section of the evaluation involved. Changes, if made by that official, shall be sent to the Director of Admissions and the department head concerned for transmittal to the faculty adviser.

Unless a student has officially changed curriculum, or leaves and returns to Eastern as a re-admitted student, he will generally remain with the same adviser throughout his college career.

"General Studies" students shall be assigned to special advisers by division chairperson of the areas most appropriate to the student's interests.

3000 Series

# CHAPTER III

# COMMITTEES

## COMPOSITION AND FUNCTION

## 3001 - GENERAL POLICY ON COMMITTEES

In 1961 the Academic Council endorsed the existing method of making appointments to Standing Committees. This method involved the following considerations:

1. Committees and their composition are approved by the Academic Council, except for the Committee on Rank and Tenure. The composition of both the Academic Council and the Committee on Rank and Tenure are subject to the approval of the faculty.

2. The Chairperson of an appointed committee should have some say in the composition of the committee under his direction.

3. Faculty members who wish to serve or do not wish to serve on particular committees should be given full consideration.

4. Student membership is encouraged on appropriate committees, and during the 1969-70 year the Academic Council agreed to include three students on such committees.

In addition, special committees may be suggested by the President or Academic Council and their composition and function approved by the Academic Council. With the 1973-74 year the Academic Council did not wish to give concern to approval of membership.

## 3002 - ACADEMIC COUNCIL

Composition

1. The Dean of Faculty and Academic Vice President shall serve as chairperson and will be able to vote in case of a tie. The chairperson will have the power to summon other persons to attend council meetings as consultants or witnesses.

2. Four faculty members to be chosen from full time instructors by a vote of the faculty or by appointment by the Faculty Senate.

3. Four Administrators to be elected or selected from and by the members of the administration.

4. Four students to be selected either by an election or appointment by the Student Senate.

Function

The Academic Council is constituted as the highest level policy making body at Eastern Montana College concerned with the academic program of the institution. As such, all basic policy considerations related to the academic activities of the faculty and students come under its purview. The Academic Council is charged with the responsibility of reviewing and evaluating existing programs and policies and formulating replacement or new ones as the occasions demand. In executing this charge, the Academic Council in effect, recommends action to the President of the College, and regardless of the point of origin, all committee recommendations relating to the academic policy clear finally through the Academic Council.

Procedural Guidelines for the Academic Council

1. A proposed agendum item and attachments to be considered by the council will be made available to the membership at least one council meeting prior to the meeting at which the item is to be finally considered. Except by a three-quarters vote of consent of the members present, all items shall have a first and second consideration before final action.

2. Agendum items for the Academic Council may be submitted by any committee to the Chairperson for those items normally considered by the council.

3. Items not falling within the ordinary scope of the council may be referred to the council for review and discussion. The council shall determine whether or not it wishes to consider the item.

4. If and when procedures within normal channels have been exhausted and a person feels reconsideration of an item is merited, he may request the Academic Council to do so, and the council shall decide if it will consider that item.

## 3003 - ADMINISTRATIVE COUNCIL

Composition

The Administrative Council is composed of the officers of the Administration and such other members of the institution as the President may deem necessary. Meetings are called by and chaired by the President.

Function

The function of the Administrative Council is to coordinate the policies of Eastern Montana College through the various schools, divisions, departments, committees, and individuals of the campus. It is a policy interpreting and policy expediting committee but it does not serve to initiate policy. Members of the faculty or officers of the Administration may find this Council a good source for discussion of new ideas prior to their submission to the appropriate committee of the College. Items for the agenda should be submitted to the President.

## 3004 - COMMITTEE ON ADMISSIONS

Composition (all chosen at large)

Faculty - Two from each school
Administration - Two
Students - Two

Function

a) Establish an Admissions Policy and Procedure consistent with regulations as set forth by the Montana Legislature, the State Board of Regents of the Montana University System, the Council of Presidents, and the Academic Council.

b) Make decisions consistent with above policy on cases referred to the Committee on Admissions by the Director of Admissions.

c) Advise the Director of Admissions on all areas relating to Admissions.

## 3005 - COMMITTEE ON CONTINUING EDUCATION

Composition

The Committee on Continuing Education shall consist of the Director of Continuing Education, Chairperson, and at least one member of each division.

Function

a) Recommend policies and procedures to the Academic Council for the efficient operation of the Continuing Education Program.

b) Advise the Chairperson in the interpretation of existing policies and procedures.

c) Maintain the integrity of the program as it is offered through off-campus classes.

## 3006 - COMMITTEE ON ATHLETICS

Composition

The Committee on Athletics shall be composed of three faculty members including the Chairperson appointed by the President of the College, two representatives of the Athletic Department to be appointed by the President of the College, President of the Associated Students, Financial Vice President of the Associated Students, two students to be elected at large by the Associated Students plus the following ex officio members appointed by the President of the College:

The Business Manager and Controller of the College
The Registrar of the College

(Academic Council, 12-13-68)

Function

a) To establish, or where appropriate, to recommend to the Academic Council policies concerning the relationship between athletic activities and the academic program of the College and insure that such policies are followed.

(3006 - continued, p. 2)

b) To act as adviser to the Director of Athletics on all matters related to the athletic program.

c) To consider the budget for athletics as recommended by the Director of Athletics and to make such budgetary recommendations to the Student Legislature as the Committee deems necessary for the effective functioning of the athletic program.

d) To recommend to the Academic Council rules of eligibility for intercollegiate participation consistent with the requirements of the Frontier Conference and to establish such organization as may be necessary for the enforcement of eligibility rules.

e) To approve general scheduling procedures and the involvement of athletic teams in all non-scheduled activities.

f) To assist the Director of Athletics in the promotion of sportsmanship on the part of players, students and fans of Eastern Montana College.

## 3007 - COMMENCEMENT COMMITTEE

Composition

There is no set number of members but the Committee shall include the Director of Information and the Registrar.

(Academic Council, 9-22-70)

Function

a) To make such recommendations to the President, concerning the Commencement Exercises as it feels appropriate to the proper conduct of the Commencement Convocation and related commencement events.

b) The President may wish to deliver the Commencement "Charge" address or may request the Committee to provide a list of potential speakers from which to nominate and elect a speaker.

c) The Committee will nominate one of the two campus pastors on a rotation basis. If neither pastor can serve, the Committee will obtain a local pastor to serve at the Commencement Conovocation.

(3007 - continued, p. 2)

d) The Committee receives the nominations of Faculty and Grand Marshalls from the Faculty Senate then recommends the nominations to the President.

e) The Committee shall make all appropriate arrangements required for the proper conduct of the commencement exercises and the President's reception.

f) A complete log of commencement activities shall be maintained in the Office of Information.

(Commencement Committee Minutes
revised, June 27, 1974)

## 3008 - COMMITTEE ON COMPUTER UTILIZATION

Composition

The composition of the Committee on Computer Utilization shall include:

Business Manager, Chairperson
Director of Computer Center
Controller
Registrar
Two faculty members from Liberal Arts
Two faculty members from Education
Two students (appointed by ASEMC President)

Any administrators, faculty members, staff members or students interested in the function of the Computer Utilization Committee may ask to be included on the mailing list and/or may come to the meetings of the Computer Utilization Committee and participate in the discussion.

A regular committee member may delegate by proxy his voting right to an alternate should that regular committee member not be able to be present at a meeting.

(Academic Council Minutes 12/5/74;
Memorandum 137, Page 600)

(3008 - continued, p. 2)

Function

a) To assist the Director of Computer Services in establishing policies and procedures relating to the Computer operation.

b) To establish, or where appropriate, to recommend to academic and administrative areas policies and procedures concerning computer usage.

c) To review recommendations submitted by the Director of Computer Services.

3009 - UNASSIGNED

## 3010 - DISCIPLINARY COMMITTEE

## 3010 - I. - HONOR CODE COMMITTEE

Composition

The Honor Code Committee shall be composed of three students and three faculty members. One of the faculty members shall serve as a non-voting chairperson. Student members shall be nominated by the President of the Student Senate; faculty members be nominated by joint recommendation of the Dean of the School of Education and the Dean of the School of Liberal Arts. The President of the college shall appoint all members of this committee.

Function

a) To further the principles of academic honesty by judging cases in which such honesty is in question and to recommend appropriate general policies on academic honesty.

b) To try to develop among faculty and students a common interpretation and definition on cheating and plagiarism.

c) To determine the guilt or innocence of a student under these interpretations, and recommend appropriate disciplinary action.

## 3010 - II. - STUDENT AFFAIRS COMMITTEE

Composition

This agency shall be composed of three faculty members and two students. In addition, there shall be a non-voting chairperson, either the Dean of Students and /or Assistant Dean of Students as the President may designate. The President shall appoint the five members of this committee upon recommendation by the Dean of Students.

Function

The Student Affairs Committee is the disciplinary committee for matters concerning the student community. Cases referred to the committee are generally, but not exclusively, concerned with non-academic behavior of students. The purpose of the committee is judiciary. The committee will determine whether a student committed an alleged offense, what penalty, if any, might be appropriate, and

to insist upon the most scrupulous observance of procedural due process coupled with an equal observance of substantive due process. The committee may exercise original jurisdiction in serious or unusual cases and it exercises appellate jurisdiction in both substantive and procedural matters heard by any lower agency.

## 3011 - COMMITTEE ON FINANCIAL AID

### Composition

There is no set number of members but it will have the Director of Financial Aid as Chairperson and include the Dean of Students and the Business Manager and Controller as ex officio members.

### Function

The Committee on Financial Aid has the responsibility of determining:

1. The policy which regulates all financial aid distributed through the Eastern Montana College Office of Financial Aid.

2. The minimum requirements needed to be eligible to receive financial aid.

3. The distribution of all out-of-state waivers between athletic and non-athletic areas.

4. The approval or disapproval of all applications for financial aid.

5. The recipients of all special scholarships in which the recipients are not named by the sponsors.

## 3012 - GRADUATE COMMITTEE

### Composition

The Graduate Committee shall be appointed by the President from the Graduate Faculty. It shall be composed of ten members, including the Chairperson, on three year appointments. Members may be appointed for more than one term. The Director of the Graduate Program will serve as Chairperson of the Committee and will hold a continuing appointment on the Committee.

### Function

The Graduate Committee is responsible for the development of policies related to the Graduate Program. The duties of the Committee are:

1. To recommend to the Graduate Faculty matters related to objectives, standards, admissions of students to the graduate program, student programs of study, course requirements, proposed changes in the program, advancement of students for candidacy, and any other matters directly related to the graduate program.

2. To recommend action concerning staffing, facilities, and budget to the appropriate departments or divisions concerned.

3. To conduct a continuing evaluation of all aspects of the graduate program.

## 3013 - COMMITTEE ON INDIAN EDUCATION

### Composition

The Committee on Indian Education shall consist of the Coordinator of Indian Culture (Chairperson); six faculty members, one of whom shall be a representative from the Student Personnel Division; and three students appointed by the President of the Associated Students.

### Function

The major purpose of this Committee is to improve the opportunities for academic and social success of Indian students at Eastern, and for persons in other Indian-oriented programs in which Eastern is involved.

The primary function of the Committee shall be to advise the Coordinator of Indian Culture on programs and needs of Indian students. The Committee will serve as:

a) A coordinating vehicle for programs for Indian students in order to promote good communication across the campus.

b) A clearing house on existing programs and place where they may be evaluated.

c) A vehicle for reviewing new programs and services.

d) A place where recommendations for appointment of faculty and/or staff of Indian programs may be made.

## 3014 - COMMITTEE ON INTERNATIONAL EDUCATION

Composition

There is no set number of members but it shall include three students appointed by the President of the Associated Students.

Function

The Committee on International Education recognizes the importance of expanding the educational resources of Eastern Montana College in order to promote mutual understanding and cooperation among the nations of the world. It is, therefore, the purpose of this Committee to assist and encourage those activities at Eastern Montana College aimed at promoting international education and to take the initiative in introducing new activities or programs that will give the campus a deeper insight into other cultures of the world.

## 3015 - LIBRARY COMMITTEE

Composition

The Library Committee shall be composed of the Librarian/ Director of Instructional Media, eight members of the teaching faculty, and two students.

Faculty members shall be appointed by the President of the College upon recommendation by the Academic Vice President. Faculty members shall serve two year terms with four appointed each year. Faculty membership shall include at least one member from each academic division or equivalent but no more than one from any single department.

Student members shall be appointed by the President of the Associated Students. Student members shall serve one year terms. Student membership shall include one undergraduate student and one graduate student.

Function

The purpose of the Library Committee is to advise the Librarian/Director of Instructional Media on matters of general library policy, including policies relating to Audio-Visual Services, and to serve as liaison between the Library and the faculty and students.

## 3016 - COMMITTEE ON OPERATIONS

Composition

The Operations Committee is to consist of two members of the College Administration, two representatives of the Faculty Senate, two representatives of the Staff Senate, two representatives of the Student Senate. The Physical Plant Director and the Chief of Security will serve in a non-voting capacity. The Senates shall be permitted alternates for these representatives.

Function

The Operations Committee recommends to the College Administration actions and/or policies concerning problems which are related to the operation of the physical plant at Eastern Montana College.

The Committee's responsibility shall include, but not necessarily be limited to, the following areas:

1. The safety of all persons while on campus. This will include such items as fire prevention, fire fighting, traffic control and safety.

2. The maintenance and development of the campus in terms of landscaping, location of physical plant additions, etc. This will include such items as location of sidewalks, buildings, parking lots, roadways.

3. The care and maintenance of the campus buildings. This will include such items as day-to-day housekeeping, painting schedules, and security measures.

The underlying purpose of the Committee shall be to assist the College Asministration in securing the optimum educational service from the available physical facilities and at the same time to maintain and wherever possible to improve the appearance of this beautiful campus. To this end this Committee might well be considered as a liaison between those persons using and those persons responsible for the campus.

(Memorandum 94, page 353
Academic Council Minutes)

## 3017 - COMMITTEE ON RANK AND TENURE

I. Scope

The Rank and Tenure Committee will have the responsibility for making recommendations to the President concerning:

1. Which positions are entitled to academic rank.
2. All advancements in academic rank.
3. All initial appointments above the rank of Assistant Professor.

(3017 - continued, p. 2)

II. Composition

The Rank and Tenure Committee will be composed of the following voting members:

1. Dean of Faculty, Chairperson.
2. Two representatives of the administration appointed by the President.
3. Six elected faculty members who meet the following criteria for election and/or service on the Committee:
   a. They shall hold the rank of Professor.
   b. They shall have permanent tenure.
   c. They shall not hold any position in the College whereby they are involved in making recommendations for the rank and/or tenure of any other faculty member.

If any eligible faculty member does not wish to serve, the Dean of Faculty should be notified at the beginning of the Fall Quarter.

Prior to the annual election or whenever a replacement election is held, the Dean of Faculty with the advice of the Rank and Tenure Committee shall examine the list of eligible faculty members to make any corrections on the basis of the above criteria.

The elected members shall serve three-year terms with two elected each year.

III. Functions

1. At the time requested by the Chairperson of the Committee, the immediate supervisors of faculty members concerned will originate and forward through the appropriate administrative channels recommendations for promotion and tenure for personnel who meet the minimum quantitative standards. It shall be the duty of the Committee to discuss and evaluate the recommendations of each supervisor and to recommend appropriate action to the President of the College.

2. A faculty member who has met the minimum quantitative standards for a promotion in rank but does not receive one, shall be entitled to an explanation from the Chairperson of the Rank and Tenure Committee. The opportunity for additional explanations from and appeals to the Committee shall be at the discretion of the Committee.

3. The Committee on Rank and Tenure shall be responsible for considering and recommending changes in policies at the request of the Committee itself, the faculty, or the administration.

(3017 - continued, p. 3)

IV. Procedures

The Rank and Tenure Committee shall develop operating procedures which shall be published in the Faculty Handbook. In addition, these procedures should be constructed within the general framework of the recommendations prepared by the Faculty Senate's Ad Hoc Committee on Rank and Tenure as adopted by the Faculty Senate.

V. Minimum, but not automatic, quantitative requisites for various ranks.

| Rank | Degree and/or other education | College teaching experience in years or equivalent |
|---|---|---|
| Professor | Earned doctorate | 8 (6 at college level) |
| Associate Professors | 1. Earned doctorate<br>In exceptional cases Associate Professors without doctoral degrees may be considered for promotion to Professor on the basis of outstanding professional achievement since their last promotion. | 5 |
| | 2. Master's degree and admission to candidacy for Doctor's degree with at least 24 quarter hours in an approved program. | 8 |
| | 3. Master's degree plus 48 hours beyond Master's applicable to field of teaching in which person is engaged. | 8 |
| Assistant Professor | 1. Earned doctorate | 0 |
| | 2. Master's degree plus 30 quarter hours of graduate work. | 1 |
| | 3. Master's degree plus 18 quarter hours of graduate work. | 2 |
| | 4. Master's degree | 3 |
| Instructor | Master's degree | 0 |

VI. General qualitative criteria for determining rank and granting promotion and tenure.

NOTE: The following subjective criteria are intended to encourage further development of those qualities in a faculty which contribute to successful classroom teaching, to satisfactory professional growth and to the academic growth and success of the institution. The criteria are designed to serve only as guides and not to be regarded as definitive; furthermore, it

(3017 - continued, p.4)

will not be expected that a faculty member will meet all criteria equally well.

1. Professional growth and development.

Certainly evidence of scholarship should be definitely expected of candidates for the rank of Professor or Associate Professor, and desired of all faculty members. Publications by the candidate justify confidence in his professional development; however, it is recognized that this is only one type of evidence. The nature of the College almost precludes the possibility, even if it were desirable of bringing together a faculty of specialists who are known by their publications. Rather, broad and wide ranging intellectual interests will probably be considered as valuable characteristcs for a faculty member. Continued graduate work beyond the Master's degree, particularly as it is directed toward the doctorate; travel, whenever it is purposeful; actual participation in the conferences and other activities of professional societies; and self improvement of many other sorts will indicate the degree of intellectual drive possessed by the faculty member.

2. Success as a Teacher.

Candidates for promotion should show a positive attitude toward their profession and the work they are in. Although actual results achieved by teachers in the classroom are avowedly difficult to evaluate, the members of the Committee on Rank and Tenure realize that a faculty member's value to the College is largely dependent upon success as a classroom teacher. The Chairperson and the Committee may therefore use various means in an attempt to evaluate such success.

3. Service to the Institution.

Service to the Institution is considered an essential guideline in evaluating candidates for promotion. Such service may be evidenced by an attitude of general helpfulness, a cheerful and satisfactory performance of all duties assigned by the Board of Regents and the President, support of all policies to which the College is committed, and by the initiative taken and the value of suggestions made for the advancement of the College and the service offered by it.

4. High ethical standards.

Candidates for promotion should evidence a strong loyalty to the objectives, aims, and ideals of the College. Uncritical acceptance of the College as it is does not serve this purpose, but neither does carping criticism. The ethical faculty member will not refuse to

discuss constructively the problems of the College with other faculty members and inquiring and mature students, for thus the students may be able to reach more mature conclusions about their immediate world, but the teacher will not engage in the petty practice of censure of his colleagues on the faculty and the administration. The standards of the personal life of a teacher must, almost of necessity, be high. The teacher will certainly not seriously deviate from the accepted behavior norms of the community.

5. Acceptable character and personality.

Candidates for promotion should be respected by their students and colleagues as persons of integrity, courage, tact, and a sense of humor. They should contribute to the life of the whole College and community. The candidates should evidence good taste in appearance and manner.

VII. Interpretation.

1. "Master's Degree" may be recognized by graduate study of at least 45 quarter hours beyond the bachelor's degree in cases where the degree has been by-passed in a doctoral program or in cases where other degrees may be deemed equivalent to a "Master's Degree".

2. In exceptional cases, highly desirable teachers may be employed at the rank they may hold in other institutions, despite their standing under this policy.

3. Years of "college teaching experience" or equivalent experience shall be calculated on a school year basis, with at least one semester or two quarters of service in any one year required to qualify as a "year". (Time on official "leave of absence" from Eastern shall count in the same manner as if the member had been on actual teaching duty.)

4. In case it may seem desirable to appoint a faculty member whose professional attainments would not permit an appointment under this policy, it is provided that the appointment may be made as that of "acting", as follows:

   a. Such appointment shall be limited to a period of three years.

   b. Within this period conditions must be met to remove the acting status.

(3017 - continued, p. 6)

5. Nothing in this policy shall be interpreted to disturb the employment of any faculty member now under appointment insofar as continuance in present rank is concerned. However, advancement to a higher rank shall be dependent on conformity to this policy.

## 3017.1 - DETERMINING YEARS OF COLLEGE TEACHING OR EQUIVALENT

1. Credit will be given for an academic year only; a fiscal year will count for no more than an academic year; no additional credit will be granted for summer session employment; and, no fractional total will be used.

2. Full time college teaching in a regionally accredited institution will be counted at 100%.

3. Full time college non-teaching professional responsibilities of persons holding professorial rank, or a combination of teaching with such responsibilities, will be counted at 100%.

4. Full time graduate assistantships will be counted for college teaching equivalency at 50%; however, total equivalency credit will not exceed one year. Graduate assistantships must be certified by an appropriate dean in the college or university concerned before the end of the first quarter of an assignment to a position at EMC.

5. Full time professional experience in an accredited elementary/secondary school system will be counted at 100% for the first two years and at 50% for the subsequent ten years for a total not to exceed seven years.

6. College teaching experience equivalent for non-academic experience will count only if clearly relevant to the professional assignment at EMC and will be granted only upon recommendation of the appropriate administrator followed by special review by the Rank and Tenure Committee. Such experience equivalency as granted will be counted at 100% for the first two years and at 50% for the subsequent ten years for a total not to exceed seven years.

(3017.1 - continued, p. 2)

7. Sabbatical leaves of absence will be counted at 100%. Leaves of absence without pay will be counted at 100%. Only scholarly leaves of absence for no more than one year will count as part of the probationary period unless the individual and the institution agree in writing to an exception to this provision upon recommendation of the Sabbatical Leave Committee at the time the leave is granted.

8. The faculty member will have the privilege of appeal to the Rank and Tenure Committee on any relevant question.

## 3018 - REGISTRATION AND ORIENTATION COMMITTEE

Composition

There is no set number of members but the Committee shall include the Dean of Students, the Business Manager and/or Controller, the Registrar and two students appointed by the President of the Associated Students.

Function

The Registration and Orientation Committee is responsible for:

1. The establishment and implementation of policy and procedure related to the general orientation of first-time-in-college freshmen. To plan and conduct the annual Orientation Week with special attention to such aspects as:

    a. The academic orientation of students.
    b. Schedule-of-activities bulletin and attending publicity.
    c. Orientation to residence halls and campus facilities.
    d. Convocations, informational assemblies, mixers, and dinner.
    e. Testing.
    f. Receipt of registration packets and mass advisement.
    g. Social and recreational orientation.
    h. President's reception.

2. Developing policy concerning student registration. The Committee is also responsible for the planning and conduct of the quarterly registration of students and the specific provisions attending implementation of those policies established by the Committee.

3. All matters related to registration and orientation.

Revision
September, 1975

## 3019 - SCHOLARSHIP REQUIREMENTS COMMITTEE

Composition

The Committee consists of the Academic Deans (Co-Chairperson), the Registrar (Secretary), the Director of Counseling, and three faculty representatives from each school.

Function

1. To interpret all academic regulations.
2. To consider all deviations from academic regulations submitted to it by petition.
3. To act on all appeals from academic probation and academic suspension.
4. To report to the Registrar for inclusion on permanent records all actions taken.
5. To review periodically current academic regulations and recommend modifications or needed clarifications to the Academic Council.

## 3020 - TEACHER EDUCATION COMMITTEE

The Teacher Education Committee is a standing committee of the College. Its composition, its purposes, and its functions are approved by the Academic Council. Normally, it makes its recommendations to the School of Liberal Arts and/or the School of Education. However, it may make recommendations to the Academic Council upon a two-thirds vote of its membership.

The professional part of the curriculum designed to prepare teachers is an all-institutional approach and the primary responsibility lies with the faculty of the School of Education working cooperatively with the educational profession at large. This professional studies component covers all requirements that are justified by the work of the specific profession of teaching.

(3020 - continued, p. 2)

The content for the teaching specialty refers to the subject matter and is the responsibility of the respective academic departments. The Teacher Education Committee shall act as a liaison to help in coordinating the selection of this content. It shall act as an agent for the faculty of the School of Liberal Arts and the School of Education, and its findings, suggestions, and actions shall constitute recommendations to the faculty of both Schools.

The identification and selection of courses and other learning experiences which are directly related to teaching and learning theory and to laboratory and clinical or practicum experience are the responsibility of the faculty of the School of Education. Recommendations concerning teaching and learning theory with appropriate laboratory and clinical or practicum experience may be made by the Teacher Education Committee to the Dean and the Faculty of the School of Education. However, the design, approval, and continuous evaluation and development of the professional studies component, including the systematic study of teaching and learning theory with appropriate laboratory and clinical or practicum experience, are the primary responsibility of the faculty of the School of Education.

Composition

The Teacher Education Committee shall be composed of fifteen (15) members. The Chairman shall be a faculty member of the School of Education, and the Chairman shall not vote unless the vote is by ballot or in case of a tie vote.

Dean of the School of Education
Dean of the School of Liberal Arts
Coordinator of Teacher Certification
Director of Campus School
Representative of School District #2
Coordinator of Student Teaching
Three Teaching Faculty of the School of Liberal Arts
Three Teaching Faculty of the School of Education
Three Students in the Teacher Education Program

Function

The function of the Teacher Education Committee is to coordinate the Teacher Education Program on a college-wide basis, to conduct a continuing review of all policies affecting teacher education, and to make recommendations for the improvement of the teacher education program at the College. All recommendations concerning programs and policies affecting applicants and/or enrollees in the Teacher Education Program shall be regularly routed to the

(3020 - continued, p.3)

Dean of Education for presentation to the faculty of the School of Education. (It should not be possible for any change in these programs or policies to bypass the faculty of the School of Education.) The Teacher Education Committee is primarily an advisory committee--not a decision-making body; its function is primarily to make recommendations to the faculty of the School of Liberal Arts and the School of Education concerning their programs and policies.

In addition to its functions as an advisory committee, the Teacher Education Committee shall serve as an appeal agency for students. Its appellate jurisdiction shall be limited to the following requests for exception to or deviation from:

1. the standards of admission and/or the procedures of admission directly related to student-teaching courses and to the Fall observation experience;

2. the assignment of student teachers to established student-teaching centers;

3. overloads of course work proposed to be carried by a student concurrent with enrollment in a student-teaching course.

However, the Teacher Education Committee shall not consider or act upon any student request unless the appellant has first submitted the appeal to the Coordinator of Student Teaching for his approval or disapproval within the guidelines of his authority. Additionally, the Committee shall not act upon any appeal without written recommendation of the Coordinator of Student Teaching.

(Academic Council,
12/13/74, Memorandum
139, page 606, item 4)

4000 Series

# CHAPTER IV

# THE FACULTY ORGANIZATION AND REGULATIONS

## 4001 - FACULTY COUNCIL

### Composition

The Eastern Montana College unit of the Faculty Council is composed of three members of the Faculty Senate - the President of the Senate during his or her term of office and two additional senators each elected in an alternating manner by the Senate from those Senators with three years of remaining service which shall be concurrent with their term on the Council.

### Function

The Faculty Council shall be the official representative of the faculties of the Montana University System to the Board of Regents and the Commissioner of Higher Education. The purpose of the Council shall be to consider matters of interest and importance to the faculty (curriculum, budgeting, legislation, tenure, salary, working conditions, and fringe benefits) and to make recommendations to the appropriate bodies concerning these matters.

### Travel Expenses

" The Board of Regents of Higher Education hereby authorizes and directs the payment of travel expenses and per diem in accordance with applicable law and regulations by the respective units of the Montana University System for not more than three delegates from the faculty of any unit to attend the three annual meetings of the Faculty Council, and any special meetings duly called in accordance with Faculty Council by-laws, such expenses to be paid for those duly authorized meetings of the Faculty Council held at Helena or at the location of a unit of the university system."

(Item 4 - 015-R0574, May 20, 1974)

## 4002 - FACULTY SERVICE COMMITTEE

Composition

The Faculty Service Committee is composed of one member on permanent tenure appointed by the Chairman of the Board of Regents of Higher Education, one member on permanent tenure appointed by the President, and one member on permanent tenure elected by the faculty.

Function

It shall be the purpose of the Faculty Service Committee to fulfill the obligations set forth in paragraph 8 of "Regulations in Regard to Tenure of Office of Instructional and Scientific Staff", which regulations constitute a part of the contract covering faculty members in this College and in other units of the University System.

It shall be the duty of the Committee at the direction of the President of the College or upon the request of any member of the staff whose removal is proposed, or who is under suspension, to inquire into the case and to submit a report of its findings to the President and to the staff member involved, with the understanding that the President shall transmit a copy of said report to the State Board of Education.

## 4003 - FACULTY SENATE

### Constitution

#### PREAMBLE

To assure the orderly development of our educational programs and policies; to facilitate communications and cooperation among officers of the administration and ourselves as college faculty; to promote the stable and continued improvement of higher education in the State of Montana; and to provide for the academic and professional welfare of the faculty; we, the faculty at Eastern Montana College do hereby subscribe to this document as a constitutional statement of our Faculty Senate and its various functions and responsibilities.

#### Article I - NAME

The organization herein defined shall be known as the Faculty Senate of Eastern Montana College.

#### Article II - MEMBERSHIP

The Faculty Senate shall consist of twelve members elected from the general faculty with the qualifications that no more than two senators may serve simultaneously from any one department.

Section 1. Qualifications for Senators

Elected members of the Senate shall be chosen from the faculty of Eastern Montana College subject to the following requirements:

a. The member shall have completed at least one academic year of service at Eastern Montana College.

b. Not more than twenty-five percent of the member's college duties shall be administrative.

Section 2. Qualifications for Electors

For voting purposes the faculty shall be defined as those persons holding full-time positions at Eastern Montana College and having academic rank.

Section 3. Term of Service

Except for the first election, senators shall be elected for a term of three years. In the first election the terms shall be for one, two, and three years.

Section 4. Credentials Committee

To implement Sections 1 and 2 of this article, the Senate shall appoint from its own members a credentials committee to rule on questions relating to qualifications of electors and senators.

Section 4. Senate Officers

The Senate shall elect from their own members a President and a Secretary for a term of one year each. The election shall be held during the last full week of classes of spring quarter. The officers shall remain in the office until successors have been duly elected. The President or his or her designate shall preside over all meetings of the Senate and over all general faculty meetings called by the Senate. The Secretary shall be responsible for the maintenance of all records and communications pertaining to the Senate.

Article III - ELECTIONS

Section 1. Dates

Regular elections shall be held annually during the month of April with the elected senator's term starting the first day of the last full week of classes of spring quarter. Special elections shall be held promptly for the unexpired term in cases of vacancies.

Section 2. Elections Committee

To implement Section 1 of this article the Senate shall appoint from its own members an elections committee to conduct all elections.

## Article IV - RESPONSIBILITIES AND POWERS

### Section 1. Representing the Faculty

The Faculty Senate shall be the respresentative body through which the faculty shall normally exercise its powers. The Senate shall have power to act and speak for the faculty on all matters concerning the faculty except for the graduation of students. Any action of the Senate may be reviewed at a general meeting of the faculty upon a written request signed by ten percent of the general faculty and submitted to the President of the Faculty Senate.

### Section 2. Maintaining Communications

The Faculty Senate shall be concerned with the maintenance of effective channels of communication between the teaching and administrative faculties and shall make available to the President of the College informed and representative council and opinion on the affairs and problems of the college. It may function either on request or on its own initiative.

### Section 3. Examining Policies and Consulting

The Faculty Senate may examine all matters related to the general welfare of the college and faculty, and shall be charged with the responsibility of protecting the academic and professional welfare of the faculty. The Senate shall be available to both the teaching and administrative faculties for advice and consultation and as an agency for the dissemination of information.

### Section 4. Formulating Procedures

The Senate, within the framework of the constitution, shall formulate those by-laws, rules, and procedures needed to fulfill its responsibilities and exercise its powers.

## Article V - RATIFICATION AND AMENDMENTS

Section 1. Ratification of Constitution

This constitution shall be deemed ratified upon a mail ballot vote of the faculty in which both of the following conditions are satisfied:

a. The votes cast shall constitute at least an absolute majority of the faculty.

b. The affirmative votes shall constitute at least a majority of the total votes cast.

Section 2. Amendments to Constitution

a. Amendments may be proposed by either a majority of the Faculty Senate or upon a petitition signed by at least ten percent of the faculty and presented to the President of the Senate.

b. Within five to fifteen days after an amendment has been proposed it shall be submitted to the faculty for a vote and upon approval by two-thirds of the faculty, the proposed amendment shall become an effective part of the Constitution.

(Adopted Spring 1968)

## 4004 - 1. - FACULTY - CONTRACTS

The State Board authorized the adoption of an "academic year" contract instead of a "ten-month" contract, with each unit of the University System being authorized to designate the beginning and ending dates of each such contract as is deemed to be appropriate under the circumstances.

(State Board 4/13/64)

On December 9, 1974, the Board of Regents of Higher Education approved (1) Rules for Tenure and Termination, and (2) Professional Employment Contract. The underlined words in section 3 were added by the Board of Regents of Higher Education January 16, 1974.

### BOARD OF REGENTS OF HIGHER EDUCATION RULES FOR TENURE AND TERMINATION

Conditions of Employment

1. Rank and Appointments.

   Tenurable members of the professional staff of the institution shall be classified and ranked, at the time of appointment or reappointment, as professors, associate professors, assistant professors, and instructors. All full-time appointments to the professional staff in the ranks of professor, associate professor, assistant professor, and instructor are of two kinds: (a) probationary appointments; (b) appointments with continuous tenure.

2. Probationary Appointments.

   Probationary appointments may be for one year, or for other stated periods, subject to renewal. The total period of full-time service prior to the acquisition of continuous tenure will not exceed seven academic years, including all previous full-time service with the rank of instructor or higher in other four-year institutions of higher learning; provided however, that not more than three years of service at such other institution(s) shall be credited toward the acquisition of continuous tenure status; and further provided that any unit of the Montana University System may require up to four full-time academic years or its equivalent of service at the institution before making an award of continuous tenure.

   Time spent on authorized leave of absence from the institution will not count as probationary period service, unless the member of the professional staff and the appropriate representative of the institution

agree to the contrary, in writing, at the time leave is granted. Part-time service, exclusive of graduate teaching assistantships and summer session appointments, may be given proportionate value on a pro rata basis in computing probationary service. The member of the professional staff and the appropriate representative of the institution shall agree, in writing, to the value of part-time service at the time of initial appointment.

3. Notice.

Regardless of the stated terms or other provisions of any appointment, written notice that a probationary appointment is not to be renewed will be given to the member of the professional staff in advance of the expiration of his or her appointment, as follows: (a) not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination; (b) not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if a second-year appointment terminates during an academic year, at least six months in advance of its termination; (c) at least twelve months before the expiration of an appointment after two or more years of service at the institution. The institution will normally notify members of the professional staff of the terms and conditions of their renewals by April 15 for the coming academic year, but in no case will such notification be provided later than 45 days after the signing of the University System Appropriations Bill by the governor.

4. Non-renewal of Appointment of Non-tenured Faculty.

A system of appeal from a non-renewal of contract determination may be developed by any of the separate units of the University System. The resolution of such appeal shall constitute final administrative review of such cases.

5. Continuous Tenure Appointments.

The appointment of a member of the professional staff beginning his or her eighth year or its equivalent of full-time service constitutes an award of continuous tenure status. If the institution does not intend to award tenure with the eighth contract, the member of the professional staff must be so informed by June 30 of his or her sixth year of service. The appointment of a member of the professional staff beginning his or her fifth year or its equivalent of full-time service at the institution in the rank of

associate professor or of professor constitutes an award of continuous tenure status.

Once the professional staff member qualifies for and is granted tenure, his professional faculty contract of employment, and his tenure, shall be with the appropriate institution within the Montana University System and not with the Montana University System.

6. Resignations.

A member of the professional staff who wishes to resign from the faculty shall normally give notice thirty (30) days after receiving notice of term of appointment for the succeeding academic year, or May 15, whichever is later. The professional staff member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he would otherwise be denied substantial professional advancement or other opportunity.

7. Transfer of Titles.

The offices and titles of deans, assistant deans, directors, heads of departments, and chairmen may be transferred by the president of the institution, in his discretion, from one member of the professional staff to another as the interests of the institution may require.

Termination of Appointments:

8. Terminations.

Termination of the appointment of a member of the professional staff on continuous tenure, or of a special or probationary appointment before the end of the specified term, may be effected by the institution either for adequate cause, or not for cause as defined below. Terminations will not be employed as a punitive measure or to punish professional staff members for the exercise of their right to academic freedom or constitutionally guaranteed civil rights.

9. Terminations Not for Cause.

Terminations not for cause are of two kinds: (a) termination at normal retirement age; and (b) termination under unusual circumstances due to demonstrably bona fide financial exigencies of the institution, or demonstrably bona fide discontinuance of a program or department of instruction.

(a) Retirement.

When a member of the professional staff reaches the age of sixty-five years, his or her appointment to the professional staff of the institution may be terminated at the discretion of the president of the institution after consultation with the appropriate department, division, school or other administrative unit, such termination to be effective at the conclusion of the academic year in which the professional staff member's birthday occurs; provided, however, that notwithstanding the provisions of the professional staff member's contract, such termination may be had if the member's birthday falls on or before August 31 following the close of the academic year; and provided further, that twelve months notice must be given by the president of the institution of his intention to terminate a member of the professional staff at age sixty-five.

If the professional staff member is not terminated at age sixty-five, he or she may be issued one-year contracts through the academic year in which the professional staff member reaches his or her seventieth birthday. Each of these one-year contracts shall be subject to an annual review, and the president of the institution may, in his discretion, and after consultation with the appropriate department, division, school or other administrative unit, terminate the professional staff member upon the expiration of the existing one-year contract. Under each one-year contract during this period the professional staff member must be given at least three months' notice if it is decided that his or her contract will not be renewed for the succeeding year. Retirement from full-time employment is mandatory at the end of the academic year in which the professional staff member reaches his or her seventieth birthday.

Nothing herein precludes part-time employment of the professional staff member after his or her retirement from full-time service at any age.

(b) Financial exigency or discontinuance of program or department.

In a termination of appointment based upon bona fide financial exigency, or bona fide discontinuance of a program or department of instruction, the dismissal

procedures established in Section 11 (a) shall apply. In every case of a termination related to financial exigency or bona fide discontinuance of a program or department of instruction, a member of the professional staff will be given notice of termination as soon as practicable, but in no case less than twelve month's notice. In the event that such notice is not given, the professional staff member shall be entitled to severance salary in a sum equivalent to his most recent annual contract salary.

Before terminating an appointment because of financial exigency or discontinuance of a program or department of instruction, the institution will make every effort to place the affected member of the professional staff in another academic position for which he is qualified in the institution. If an appointment is terminated before the end of the period of appointment because of financial exigency, or bona fide discontinuance of a program or department of instruction, the released professional staff member's position will not be filled by a replacement within a period of two years, unless the released member has been offered reappointment and a reasonable time within which to either accept or decline.

10. Terminations for Cause.

Any professional staff member of the institution may be terminated for adequate cause. Adequate cause is defined as: (a) conviction of a felony or a crime involving moral turpitude during the period of employment at the institution or the willful concealment of such crime in making application for employment; (b) failure to carry out the responsibilities of a professional staff member, which failure must be directly and substantially related to the fitness of the professional staff member in his or her professional capacity as a teacher or researcher and (c) fraud or misrepresentation of professional preparation, accomplishments or experience in connection with initial hiring or in the submission of materials for evaluation for promotion, tenure, or salary adjustment purposes. If the termination for cause is based upon a failure to carry out responsibilities of a professional staff member because of unfitness related to medical or psychological reasons, such determination shall be based upon a preponderance of the evidence obtained at a hearing as provided in Section 11.

11. Termination Procedures.

The following procedures will be observed in cases of termination

not for cause based on financial exigency or discontinuance of a program or department of instruction, when the professional staff member whose termination is proposed so requests, and in all cases of dismissal for adequate cause.

(a) Adjustments and Hearing.

If appropriate request is made, the termination of any professional staff member will be preceded by: (1) discussions between the professional staff member and the president of the institution or his designated representative. The matter may be concluded by mutual consent at this point. (2) If the matter is not so concluded, the Faculty Committee on Academic Freedom and Tenure or a similar faculty committee may conduct a formal inquiry and shall prepare a written record. This inquiry shall constitute the only formal hearing in those cases involving terminations not for cause based on financial exigency or discontinuance of a program or department of instruction. If an adjustment is effected in this manner, the matter shall be concluded. If the issue is not settled, the Faculty Committee shall determine whether in its opinion further proceedings should be undertaken. This written opinion and the record shall be transmitted to the president of the institution. Such opinion will not be binding upon the president. However, his final decision shall be reviewable as provided in appropriate Board of Regents by-laws. (3) In the case of dismissal for adequate cause, and in the event the foregoing proceedings have not effected an adjustment, the president or his designated representative shall cause to be prepared a formal statement of charges, framed with reasonable particularity, and shall serve the statement of charges upon the professional staff member.

(b) Request for Hearing.

Within twenty (20) days of the service upon him of the statement of charges, the professional staff member shall indicate, in writing, whether he desires a formal hearing. If no response is received, it shall be presumed that the professional staff member declines his right to a hearing. Such initial hearing shall be conducted by the Committee on Service.

(c) Committee on Service.

The Committee on Service will consist of one professional staff member on continuous tenure appointed by the Board of Regents, one professional staff member on continuous tenure appointed by the president of the institution and one professional staff member on continuous tenure elected by the Faculty Senate or similar faculty organization of the institution. The committee members shall serve a twelve-month term, to commence on September 1. Whenever a vacancy occurs, a successor shall be appointed by the appropriate body or individual to fill the unexpired term. A member of the committee will remove himself from the case, either at the request of a party or on his own initiative, if he deems himself disqualified for bias or interest. Any member so disqualified shall be replaced for the purposes of the hearing by a temporary member appointed by the Faculty Senate in the case of the disqualification of a member appointed by that body, or appointed by the president of the institution in the case of the disqualification of a member appointed by the Board of Regents or the president. Each party to a hearing will have one peremptory challenge.

The Committee will serve notice of hearing upon the professional staff member whose dismissal is proposed at least twenty (20) days prior to its scheduled date. If the professional staff member whose removal for cause is proposed desires a hearing, he shall file his written response to the charges with the Committee at least five (5) days prior to the scheduled hearing date.

If the professional staff member does not respond to either the written statement of charges or the notice of hearing, the Committee shall consider whether the stated grounds as suggested by the available evidence are adequate for dismissal. If the Committee finds that the stated grounds constitute adequate cause, it may conclude without further inquiry that dismissal would be proper.

The Committee, in consultation with the president of the institution and the affected professional staff member will exercise its judgment as to whether the hearing should be public. However, the professional staff member's request that the hearings be private shall be binding on the Committee.

During the hearing the professional staff member shall be entitled to have an academic advisor and counsel of his choice.

At the request of either party or the Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.

A verbatim record of the hearing will be taken and copies will be made available to the professional staff member without cost to him, at his request.

The burden of proof in a dismissal for cause shall rest upon the institution, and that burden shall be satisfied only by a preponderance of the evidence in the record considered as a whole.

The Committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

The professional staff member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the institution will, insofar as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.

The professional staff member and the institution will have the right to confront and cross-examine all adverse witnesses. When a witness cannot or will not appear, but the Committee determines that the interests of justice require admission of his or her affidavit, the Committee will identify the witness, disclose his or her affidavit and give such statement appropriate probative weight in view of the parties' inability to cross-examine.

In the hearing of charges of incompetence, the testimony will include that of qualified faculty members from this or other institutions of higher education.

The Committee will not be bound by the rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

The findings of fact and the decision will be based solely on the hearing record.

Except for such announcements as may be required, noting the time of hearing, and the place, public statements about the case by either the professional staff member of the institution's administration will be limited so far as possible until the proceedings have been completed through final administrative review.

The professional staff member and the president of the institution will be notified of the decision of the Committee in writing.

The president of the institution will review the Committee's decision. If he disagrees, he will state his reasons in writing, and transmit them to the Committee and the professional staff member. These written reasons shall constitute a part of the record upon final administrative review.

12. Commissioner of Higher Education and Board of Regents Review.

Final administrative review of the decision of the Committee on Service or of the Faculty Committee on Academic Freedom and Tenure, or a similar faculty committee, shall be had before the Commissioner of Higher Education and the Board of Regents as provided in Article VIII of the Board of Regents by-laws. Such review may be had upon the request of the affected professional staff member, the president of the institution, or upon the determination of the Commissioner or the Board acting on his or its own initiative.

The Committee on Service shall transmit the record in the matter to the Office of the Commissioner of Higher Education when so requested by the affected professional staff member, the Commissioner, the Board or the president.

The Board's review will be based upon the record of the committee hearing, but it will provide an opportunity for oral and written presentations by the parties to the initial hearing. The decision of the Committee will either be affirmed, reversed, or remanded for the taking of additional testimony or the gathering of additional evidence. If remanded, the procedures outlined in Section 11 will be followed for cases of dismissal for adequate cause. The decision of the Board shall constitute the final administrative determination of the matter.

13. Suspension.

Until a final administrative determination has been reached, the professional staff member may be suspended, or assigned to other duties in lieu of suspension, at the discretion of the president of the institution. Before suspending a professional staff member pending final review, the president will consult with the Faculty Committee on Academic Freedom and Tenure. Suspension is appropriate only pending final administrative review, and only when immediate harm to the professional staff member or others is threatened by his continuance. Salary will continue during the period of suspension.

14. Disclaimer.

No provision contained in these rules and regulations is intended to constitute a surrender or diminution of any of the powers or prerogatives enjoyed by the Board of Regents of Higher Education under the Constitution and laws of Montana, nor shall these rules or the terms of any employee's contract in any way constitute an abrogation of or restriction on the management rights of the Board of Regents of Higher Education and its designated representatives under applicable collective bargaining agreements duly bargained with appropriate faculty representatives.

Montana University System
Twelve Thirty-One Eleventh Avenue
Helena, Montana

PROFESSIONAL EMPLOYMENT CONTRACT

Date_____

THE BOARD OF REGENTS OF HIGHER EDUCATION OF THE STATE OF MONTANA, on behalf of the named institution, hereby enters into a contract of employment with the employee hereinafter named, such contract to be by and between the institution and the individual and subject to the following stated terms and conditions; and in the case of tenurable professionals, subject also to the rules and regulations of the Board of Regents of Higher Education governing tenure and termination.

Institution_____

Name_____

Title_____

Academic Rank_____

Department_____

Tenure: Probationary Appointment_____ Continuous Tenure_____

Non-Tenurable_____

Term of Contract: Academic Year_____ From_____ To_____

Fiscal Year_____ From_____ To_____

Other _____

Annual Salary_____ Payable in _____ installments

Special Conditions_____

_____

_____ _____
President Commissioner of Higher Education

This contract, when used for tenurable professionals, is made subject to the rules and regulations of the Board of Regents of Higher Education governing tenure and termination of employment. A copy of these rules is attached hereto and made a part hereof. Your acceptance of this contract constitutes an acknowledgment and acceptance of all provisions of these rules.

Date_____ _____
Signature of Employee

To be valid this acceptance of employment must be returned with the proper signature to the president of the above institution within twenty-one (21) days of the date of notice of professional employment.

## 4004 - 11. - AVAILABILITY OF FUNDS

All appointments in the University service and the compensation thereof are subject to the limitations of the funds available. (University Act. No. 672, adopted June 22, 1918.)

## 4004 - 2. - FACULTY - CONTRACT WITH UNIT

WHEREAS, the Montana Constitution empowers the Board of Regents of Higher Education to supervise, coordinate, manage and control the Montana University System; and

WHEREAS, the Board of Regents of Higher Education annually contracts with each professional faculty member within the Montana University System subject to certain stated contract terms; and

WHEREAS, each contract of employment is signed by the president of the appropriate unit as an agent of the Board of Regents of Higher Education; and

WHEREAS, the criteria for employment and retention of each professional faculty member are established at the departmental and institutional level; and

WHEREAS, faculty tenure has traditionally been determined institutionally on the basis of departmental recommendation;

THEREFORE BE IT RESOLVED, that for purposes of faculty tenure, the professional faculty contract of employment shall be with the appropriate institution within the Montana University System and not with the Montana University System.

(Item 4-014 - R0574
May 20, 1974)

## 4004 - 3. - FACULTY - WAIVER OF FEES

The following action of the Board of Regents taken on September 9, 1974, affects the faculty and staff in the Montana University System:

Fee Waiver - Faculty and Staff - Each unit of the Montana University System is hereby authorized to grant waivers of all fees except registration and existing building fees to faculty and staff members who are at least 3/4 time salaried employees on the date of registration and who enroll in a course of instruction for credit.

## 4004 - 4. - FACULTY - NOTICE OF NON-REAPPOINTMENT

The President has indicated that subject to applicable Board of Regents' policy and individual faculty contract provisions relating to notice, he will follow the standards for Notice of Non-Reappointment of the American Association of University Professors set forth in the AAUP Redbook and endorsed by the Fiftieth Annual Meeting. This section relates only to notice of non-reappointment and does not constitute an implied or express approval of AAUP standards for the granting of tenure. The matter of tenure is governed by express Board of Regents' policy action embodied in each faculty contract of employment. The notice provisions are as follows:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

3. At least twelve months before the expiration of an appointment after two or more years in the institution.

## 4004 - 5. - FACULTY - VACATION LEAVE - 12 MONTH (8th QUARTER LEAVE)

Item 2-017-R1073, Policy Regarding Vacation Leave for 12-Month Contract, Montana University System

University System staff members on 12-month (8th quarter leave) contracts are entitled to annual leave of 1 month (30 calendar days) for the first year appointment and 3 months (90 calendar days) during the second year's appointment. If such leave cannot be taken as scheduled, then 2 quarters (180 calendar days) may be accumulated, but such adjustment cannot exceed an average 4 months (120 calendar days) for each 2-year period.

## 4004 - 6. - FACULTY - LEAVES OF ABSENCE

Leaves of absence are granted in conformity with regulations of the State Board of Education, ex officio Regents of the Montana University System.

Deadlines for consideration of out-of-residence leave requests are as follows:

| | |
|---|---|
| October 1 | Requests for Winter Quarter |
| December 1 | Requests for Spring Quarter |
| March 1 | Requests for Fall Quarter |
| April 1 | Requests for Summer Quarter |
| February 1 | Requests for extension of one-year leave for an additional year. |

(Academic Council 9/22/70
Memorandum 75, pages 256-257)

## 4004 - 7. - FACULTY - LEAVE POLICY - MONTANA UNIVERSITY SYSTEM

It shall be the policy of the State Board of Education, ex officio Regents of the Montana University System, to establish provisions for "Faculty Sabbatical Leave", "Administrative Personnel Leave", "Supervisory Personnel Leave", "Educational Leave", and "Leave of Absence" for Montana. No leave herein mentioned shall be deemed earned leave time, or become a vested right or interest, nor shall this leave policy be, or become an implied provision of any contract; and the right shall remain vested in the State Board of Education, ex officio Regents to amend, alter, rescind or abolish said leave policy at any time.

Internal unit procedures for implementing this policy shall be developed and approved by the Council of Presidents and shall generally be consistent throughout the Montana University System. This procedure shall be reported to the State Board of Education, ex officio Regents of the Montana University System, and the report will be filed and kept as a current report in the Office of the Executive Secretary of the Montana University System.

I. Faculty Sabbatical Leave - Any member of the academic faculty within the University System whose service totals seven (7) or more years shall be considered eligible to apply for sabbatical leave. The granting of such leaves shall be guided by criteria listed in the appropriate section under "Rules and Definitions".

II. Administrative Personnel Leave - Presidents of Montana University Units, Vice Presidents, Deans, Directors of Schools, Chairpersons of Departments, and other academic administrative personnel, may be eligible to apply for "Administrative Personnel Leave". Consideration for such leave shall be based on the criteria listed in the appropriate sections under "Rules and Definitions".

III. Supervisory Personnel Leave - Supervisory personnel in positions not directly related to academic administration may be eligible to apply for "Supervisory Personnel Leave". Consideration for such leave shall be based on criteria listed in the appropriate sections under "Rules and Definitions".

IV. Educational Leave - Faculty members not in possession of terminal degrees or terminal qualifications may be eligible for "Educational Leave". Consideration for such leave shall be based on criteria listed in appropriate sections under "Rules and Definitions".

V. Leave of Absence - Faculty, administrators, and supervisory personnel may be eligible to apply for "Leave of Absence" without pay. Consideration for such leaves shall be based on criteria listed in the appropriate sections under "Rules and Definitions".

RULES AND DEFINITIONS:

1. All applications for leave shall be submitted to the Presidents of individual University Units of the Montana University System or, if applicable, the State Board of Education, ex officio Regents of the Montana University System, allowing sufficient time for evaluation and approval prior to the beginning of the leave.

2. All leaves shall be subject to budget limitations that may exist at any University Unit at any time.

3. Personnel under twelve-month, eight-quarter contract leaves policies shall not be eligible to apply for leave described in Sections I through IV.

4. Faculty Sabbatical Leave - Criteria for eligibility

A. Faculty members may apply to their respective unit administrators for "Sabbatical Leave". In granting Sabbatical Leave, University Units will be guided by the applicants':

A-1. Service which is primarily teaching or research
A-2. Academic rank
A-3. Total length of service in the Montana University System
A-4. The type and quality of the proposed program

B. Satisfactory programs or projects for sabbatical periods include research, travel, related work in other institutions or private or business organizations; or other activities which the President of the Unit, with the concurrence of the State Board of Education, ex officio Regents, agree will improve the staff member professionally, or which directly or indirectly benefit the institution and the state.

C. All sabbatical leaves shall be for a period of not less than two academic year quarters or more than an academic year. The salary paid during a leave shall not exceed two-thirds of the academic year contract amount established for the individual at the time the leave is approved. Payments during the period of leave shall be received in equal monthly installments.

D. Recipients of sabbatical leaves from any unit of the Montana University System may avail themselves of fellowships, assistantships or other sources of limited income, however this policy shall not permit full-time employment for any person while on sabbatical leave and receiving payments from the Montana University System.

E. Any faculty member receiving a sabbatical leave will be expected to return to his or her University Unit for at least one academic year or to repay money received from the University Unit while on leave.

F. The screening and final selection of applicants to be recommended for sabbatical leave shall be done by a committee formed annually and consist of the Dean of the Faculty and two full-time faculty members appointed by the Dean, plus two members of the Faculty Senate to be designated by that body.

5. Administrative Personnel Leave

A. All leaves for Presidents of Montana University Units, Vice Presidents, Deans, Directors of Schools, Chairpersons of Departments and other academic administrative personnel, and conditions for such leave must be approved by the State Board of Education, ex officio Regents of the Montana University System.

B. Requests for such leave must show value to the respective Unit of the University System and cause no impairment of University Unit program because of the applicant's absence.

C. Satisfactory programs or projects for Presidents, Vice Presidents, Deans, Directors of Schools, Chairpersons of Departments, and other academic administrative personnel, includes study, research, travel, related work in other institutions or private or business organizations or other activities which the President of the Unit and the Board agree will improve the staff member professionally or which directly or indirectly benefit the institution and the State.

D. Any faculty member receiving an administrative leave will be expected to return to his or her University Unit for at least one academic year or to repay money received from the University Unit while on leave.

6. Supervisory Personnel Leave

A. Requests for supervisory personnel leave must be made to an approved by the President of the University Unit at which the applicant is employed.

B. Requests for such leave must show value to the University Unit or system and cause no impairment of university program because of the applicant's absence.

C. All leaves for supervisory personnel must receive prior approval from the State Board of Education, ex officio Regents of the Montana University System if such leave will exceed a three-month period.

D. Anyone receiving a supervisory leave will be expected to return to his or her University Unit for at least one academic year or to repay money received from the University Unit while on leave.

7. Educational Leave

A. Any member of the academic faculty of the Montana University System shall be considered eligible to apply for educational leave to their respective unit administrators.

B. In considering applicants, administrators of individual Units of the Montana University System will be guided by the following criteria:

B-1. Service which is primarily research or educational
B-2. Possession of academic rank of instructor or higher
B-3. Adequate assurance that the requirements for a terminal degree or terminal qualifications may be completed during the period of leave

C. Any faculty member receiving an educational leave will be expected to return to his or her University Unit for at least one academic year or to repay money received from the University Unit while on leave.

8. Leaves of Absence

A. Requests for leaves of absence without pay shall be made to the President of the Montana University Unit at which the applicant is employed.

B. Requests for Presidents or Vice Presidents must be approved by the State Board of Education, ex officio Regents of the Montana University System.

C. After two years of continuous service, other members of the faculty, administration or supervisory staff may be granted a leave of absence without pay by the President of the Montana University Unit. All leaves without pay shall be reported to the State Board of Education, ex officio Regents.

D. Satisfactory programs or projects shall include research, education, travel or related work in other institutions, or private or business organizations, or other activities which the President of the University, or if applicable, the State Board of Education, ex officio Regents of the Montana University System, agree will improve the staff member professionally or will directly or indirectly benefit the institution or the State.

E. The time period for this leave shall not exceed two years.

## 4004 - 8. - FACULTY - POLITICAL OFFICES

No precise policy has been established on faculty members running for or holding political offices. However, the major factor to be taken into consideration is the extent to which faculty and staff members might neglect their responsibilities to Eastern Montana College or might have a conflict of interest with the responsibilities to Eastern Montana College. With candidacy for certain types of positions such as Governor, United States Senator, United States Congressman, staff members would probably be permitted to go up to the point of actual nomination without taking a leave. In other positions such as State Senator, State Representative, State office holders, staff members may be permitted to remain at the College until their election, providing campaigning does not interfere with their College responsibilities or create a conflict of interest with the College. During service away from the campus they will be granted leave without pay. In other part-time political positions a faculty or staff member may be permitted to occupy his or her political position while remaining a faculty or staff member at Eastern Montana College providing it does not interfere with his or her responsibilities at the College or create a conflict of interest with the College.

## 4004 - 9. - FACULTY - APPOINTMENTS

The State Board of Education, ex officio Regents . . . . hereby establishes the following policy as a guide for the future in considering appointment of full-time academic faculty, namely that such appointments will normally be on a ten-month contract basis, unless for administrative or related reasons it is desirable to employ a faculty member on a twelve-month basis. Salaries of faculty appointed on a twelve-month basis shall be equated with ten-month faculty salaries for comparable ranks by a differential of 1.11.

(State Board, 8/13/62)

## 4004 - 10. - FACULTY - CANDIDATES FROM SCHOOL DISTRICT #2

School District #2 and Eastern have had an arrangement for several years whereby neither organization contacts staff members of the other organization without prior clearance through either the President's Office or the Office of the Superintendent. Faculty are expected to notify the President's Office so that necessary clearance may be made with the Superintendent's Office before consulting formally or informally with staff members of School District #2.

(Memo - President, 6/29/64)

## 4004 - 110 - FACULTY - CONSULTING SERVICES - REGENTS POLICY

That the Board of Regents of the Montana University System, recognizing that teaching, research, and public service are the primary responsibilities of faculty members in the Montana University System, recognizes also that it may be reasonable and feasible for faculty members to engage in consulting activities.

Each unit of the Montana University System shall adopt rules and regulations governing consulting activities carried on by faculty members. These rules and regulations shall be filed with the Executive Secretary of the Montana University System and shall be made available to all faculty members in the unit concerned by publication in a Faculty Handbook or by other means.

(Item 223-002, July 10, 1972)

## 4004 - 111 - FACULTY - PROFESSIONAL SERVICES - EASTERN'S POLICY

The College recognizes the right of faculty members to engage in professional services rendered to agencies and individuals outside of programs which are normally provided by the College and for which the faculty member receives compensation according to the terms of his or her employment by the College. Faculty members cannot devote their entire time to teaching and at the same time keep abreast or ahead of progress in the field of knowledge in which they are interested. It is desirable, therefore, whenever feasible, that faculty members engage to some degree in professional service. Non-curricular activities of this nature should tend to improve and broaden the knowledge of the individual so engaged, and should bring prestige to the individuals and the College.

Professional service by a member of the faculty is restricted at all times to engagements of a professional nature which, in the judgement of the head of his or her Department and the appropriate administrators including the President, are proper for a member of the faculty to accept and clearly to not interfere with his or her overall performance of the following duties:

1. assigned teaching responsibilities;
2. conference hours with students;
3. other departmental responsibilities;
4. service on college committees.

When fees are paid for professional services they shall be commensurate with the professional standing of the consulting faculty member. Such fees shall be determined by the agencies and individuals involved and shall follow such guidelines as are issued by the parties and institutions involved. In no cases should the faculty member be paid to perform a service for which the College has already contracted; his or her immediate superiors are responsible for determining when a conflict of interest exists.

Permission to take time off from the normal on-campus working hours and to perform professional services is subject to approval by Department head and the Division chairperson and notification to the Dean of the School. Forms for such requests and approval will be initiated by the faculty member and/or Project Director and processed through the Department head and the appropriate administrators to the President.

4004 - 112 - FORM REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES

NOTE: This form is to be submitted with a Notice of Employment (or Travel Requisition when compensation is not involved or when the college is not the sponsoring agency) for all individuals engaging in additional services during regularly contracted periods. Return of the Notice of Employment (or Travel Requisition when compensation is not involved or when the college is not the sponsoring agency) will indicate action taken.

Name _____

Title and Rank _____

Description of duties to be carried out _____

_____

_____

_____

Sponsoring agency or department _____

_____

Hours and/or days of assignment _____

_____

Reasons why released time not possible _____

_____

_____

How will coverage of campus responsibilities and time missed be handled? _____

_____

_____

_____

_____

Comments regarding merit of requested activities and effect upon assigned duties (By Department Head) _____

_____

_____

_____

_____

_____

| APPROVED ( ) | NOT APPROVED ( ) | DATE |
|---|---|---|
| _____ | Department Head | _____ |
| _____ | Division Chairperson | _____ |
| _____ | Project Director (if appropriate) | _____ |
| _____ | Dean | _____ |
| _____ | Other | _____ |

## 4004 - 12. - FACULTY - COMMENCEMENT ADDRESSES

The following schedule of charges for commencement speeches has been suggested:

| | |
|---|---|
| 1st class schools | $ 60.00 |
| 2nd class schools | 40.00 |
| 3rd class schools | 30.00 |

Speakers fees are paid directly to the speaker. In the event the speaker uses a state car, the college is to be reimbursed at the current rate for state vehicles.

## 4004 - 13. - FACULTY - EMPLOYMENT OF NEW ACADEMIC PERSONNEL

The selection and employment of new academic personnel is one of the most exacting responsibilities borne by the administrators of an educational institution. This is particularly true at this institution because teaching is its primary function. The role of the teacher is not confined to the classroom, but is played out in the total campus and community situation. The teacher is engaged in a constant stream of relationships with students and colleagues that demand strong professional and personal qualities. Therefore, it is necessary to scrutinize the qualifications of every candidate so that only the best possible persons are engaged to join the faculty at Eastern Montana College.

Eastern Montana College has long been committed to maintain practices of employment that do not discriminate against an individual on the basis of race, religion, or sex. Deans, Division Chairpersons, and Department Heads are not merely to observe this commitment, but are to assume a positive attitude toward it. In some areas the administrator responsible may find it necessary to conduct an intensive search which reveals the availability of candidates from various races and religions, and from both sexes. Such candidates having equal qualifications and capacity must be given the same opportunity for employment as others being considered and the conditions and terms of employment must be equal. For several years, Eastern has had a basic salary for beginning instructors which assured a common compensation at that level. It is more difficult to equate the variables when

employing persons above that level. Consequently, the administrators responsible must make a painstaking evaluation of the candidate's qualifications in order to assure equity in salary and other terms of employment. Subsequent to the original employment, the same careful consideration must be continued to preserve that equity, and inequities must be eliminated wherever they may have occurred.

No new appointments to any position on campus shall be made without concerted and conscientious efforts to secure applicants or candidates from groups inadequately represented in the various departments such as ethnic minorities and women, in order that the cycle of under-representation, under-opportunity, and under-achievement will be broken. No new appointments will be approved by the President's Office without accompanying documentation that an adequate search for qualified individuals outside the normal channels of employment has been conducted.

So that misunderstandings may be avoided and also to standardize our institutional procedure relative to the employment of professional personnel an outline of essential consecutive steps is given in this memorandum and all will follow the same routine.

1. Authorization to fill any vacant position or to create any new position is made by the President only.

2. The administrative official wishing to recommend that a replacement position or a new position be filled will file a position description with the Dean to whom he or she is responsible. The position description will be accompanied by a memorandum of request at the end of which the initiator will provide approval signature lines for the Dean of the school concerned and any necessary ones preliminary to the Dean, the Academic Vice President and the President of the College.

3. The Dean will discuss the recommendation with the Academic Vice President. If they concur in supporting the request, the Academic Vice President will recommend to the President that the replacement or new position be authorized.

4. Authorization to fill the position will be made by the President, if concurred. The administrative official responsible for conducting the search for a person to fill the position will be notified by the Academic Vice President who will return the signed memorandum of request.

5. The Dean of the school concerned may generally delegate the investigating and screening process to a Division Chairperson. However, the Deans take full responsibility for carrying out the procedures and making the final recommendation to the Academic Vice President. If, in turn, the Division Chairperson works through a Department Head, he or she must keep themselves informed of progress. The appropriate administrator will consult the Affirmative Action Coordinator for direction and for up-to-date sources which promote minority and women candidates. (Refer to and follow the memorandum from Affirmative Action Coordinator dated November 15, 1973). In the screening process, the person conducting the search will want to notify the Placement Bureaus and a number of other candidate sources that the position exists. If paid advertising is to be used, the Academic Vice President will be required to give approval in advance. Before any concluding steps are taken, the Division Chairperson will clear with the Dean.

6. The Academic Vice President will be consulted about any unusual matters that develop and his or her approval secured before any commitments are made. As a matter of routine, in addition to reviewing the dossier of the candidate, it is necessary to directly contact some persons to whom the candidate has been responsible in recent time. Telephone calls may be a desirable procedure for this step. Needless to say, the more responsible the position, the more thorough should be the investigation. It is desirable in almost every instance to have a candidate come to the campus and arrangements for this are to be cleared with the Academic Vice President in advance of an invitation to come to Billings for a visit. In setting up the schedule for such visits, time is to be provided for the faculty members of the department and the Academic Vice President and the President to meet the candidate.

   When a candidate is brought to the campus for interviews, it is important that the person conducting the search check back with those who have interviewed the candidate.

7. When a candidate has been decided upon, the Affirmative Action Coordinator is to be informed and presented with all supporting documentation so that it may be ascertained that women and minorities have been given equal consideration. For this and related purposes, the appropriate administrator will keep a file folder on each candidate complete with dossier, correspondence, notes on telephone calls and other relevant items.

8. An exploratory and purely tentative suggestion should be made to the candidate about such matters as salary; such suggestions, of course, must be approved in advance by the Dean of the school concerned. Any tentative suggestion about rank above Assistant Professor must be finally approved by the Rank and Tenure Committee, but the Academic Vice President should first be consulted in advance. Upon finding tentative suggestions acceptable, the candidate may be advised that a recommendation will be made to the Academic Vice President that an offer of employment be sent by the President to the candidate.

9. Occasionally, replacement faculty are later candidates for continuation in that position. As great care should be exercised in their selection as is the case for persons to fill a new position.

10. The Dean of the school concerned will make his or her recommendation to the Academic Vice President after ascertaining that a thorough investigation has been made. If the Academic Vice President and the President concur, the President will send the candidate a letter making an offer of employment. The letter will advise the candidate that if accepted, his or her name will be presented at the next meeting of the Board of Regents for formal approval. Thereafter, a formal contract will be sent to the candidate.

Revision
September, 1975

## 4004 - 14. - FACULTY - EMPLOYMENT AFTER AGE SIXTY-FIVE

Employment of faculty members after reaching age sixty-five is covered in Section 9 (a) of the "Board of Regents of Higher Education Rules for Tenure and Termination" as follows:

(a) Retirement.

When a member of the professional staff reaches the age of sixty-five years, his or her appointment to the professional staff of the institution may be terminated at the discretion of the president of the institution after consultation with the appropriate department, division, school or other administrative unit, such termination to be effective at the conclusion of the academic year in which the professional staff member's birthday occurs; provided, however, that notwithstanding the provisions of the professional staff member's contract, such termination may be had if the member's birthday falls on or before August 31 following the close of the academic year; and provided further, that twelve months notice must be given by the president of the institution of his intention to terminate a member of the professional staff at age sixty-five.

If the professional staff member is not terminated at age sixty-five, he or she may be issued one-year contracts through the academic year in which the professional staff member reaches his or her seventieth birthday. Each of these one-year contracts shall be subject to an annual review, and the president of the institution may, in his discretion, and after consultation with the appropriate department, division, school or other administrative unit, terminate the professional staff member upon the expiration of the existing one-year contract. Under each one-year contract during this period the professional staff member must be given at least three months' notice if it is decided that his or her contract will not be renewed for the succeeding year. Retirement from full-time employment is mandatory at the end of the academic year in which the professional staff member reaches his or her seventieth birthday.

Nothing herein precludes part-time employment of the professional staff member after his or her retirement from full-time service at any age.

(4004 - 14. - continued, p. 2)

Related to the above provisions and continuing our previous arrangement, the procedure below will be followed:

1. As early as possible in the Fall Quarter of the Academic Year in which a faculty member reaches age sixty-five, she or he should submit in writing a statement to the Department Head or Division Chairperson indicating her or his desire for the coming year. If retirement is intended, the statement should be in the form of a Notice of Resignation. If an additional year of employment is desired, the statement should be in the form of a request for consideration for an annual contract. The faculty member may renew this request for each subsequent year as desired.

2. As early as possible in the year before a faculty member reaches age sixty-five, the administration will give the faculty person twelve months notice if employment will be terminated at the end of the academic or fiscal year in which the age of sixty-five is reached.

3. Should a faculty member be given one annual contract beyond the age of sixty-five and wish to have a second such contract, the appropriate administrator should be so informed as early as possible in the Fall Quarter. The administration will notify the applicant of the disposition of the request by the following March 1. This procedure will be followed in subsequent years, should the faculty member desire an extension of employment, until the mandatory retirement age of seventy.

## 4004 - 15. - FACULTY - TEACHER RETIREMENT SYSTEM

The latest booklet published by the Montana Teacher Retirement System may be obtained upon request from the Payroll Window of the Business Office.

## 4004 - 16. - FACULTY - ATTENDANCE AT FACULTY MEETINGS AND ORIENTATION/REGISTRATION PERIODS

Faculty members are expected to be in attendance at the first Faculty Meeting scheduled in the fall quarter and on duty from that time on throughout the orientation and registration period, and at all subsequent faculty meetings and orientation and registration periods during the academic year.

A faculty member who has reason to be absent from a faculty meeting should request permission in advance from the Dean of the Faculty. A faculty member who has reason to be absent from an orientation/registration period should request permission in advance from the appropriate department head or division chairperson. Unexcused absences will be treated as days of leave without pay.

## 4005 - GRADUATE FACULTY

1. The Graduate Faculty will be nominated to the President by the Graduate Committee in accordance with acceptable criteria for membership. The following criteria are to be considered in staff appointments to the Graduate Faculty:

   a. Appropriate professional experiences beyond the master's degree (academic, travel, research, etc.) and the rank of assistant professor or above.

   b. Demonstrated interest in scholarly research - interest also in encouraging qualified students to conduct and report on, research projects.

   c. Demonstrated competence as an adviser to undergraduate students.

   d. Appropriate instructional competence.

   e. Members will usually be nominated through recommendation by divisional chairpersons to the Graduate Committee.

   f. It is possible that a staff member not on the Graduate Faculty may teach a graduate course.

2. Members of the Graduate Faculty are responsible for:

   a. Reviewing and approving of the graduate program.

   b. Attending meetings called by the Director of the Graduate Program.

   c. Serving as advisers to graduate students when assigned by the Director of the Graduate Program.

   d. Assisting in carrying out the policies of the graduate program as stated in the Graduate Bulletin.

   e. Preparing courses requested by the Committee to meet specific needs of the graduate program.

   f. Maintaining the standards of the graduate program.

g. Providing consultant services for the Graduate Committee.

h. Serving as members of students' examining committees.

i. Approving or delegating to the Graduate Committee the approval of candidates for graduation.

j. Serving on special committees as appointed.

k. Improving and expanding library holdings in areas in which courses are taught, as well as in research fields.

l. Encouraging further development of research facilities and of the research bureau.

## 4006 - GRADUATE PROGRAM POLICIES

1. The Director of the Graduate Program is responsible for providing leadership in the graduate program and the implementation of policies developed by the Graduate Committee and the Graduate Faculty.

2. Any new programs or any changes in the existing pattern of graduate course offerings would be approved by the Graduate Committee and submitted to the Academic Council. If approved by the Council, the proposed change would be submitted to the Graduate Faculty for final action.

3. Approval of all courses that are accepted for graduate study would be the responsibility of the Graduate Committee. Approval of a course by the Committee on General Education only serves to approve it at the undergraduate level.

4. All existing courses at the undergraduate level proposed for graduate students must first be approved by the Graduate Committee and then submitted to the Academic Council for final action.

5. The procedure for proposing new courses at the graduate level would be in accordance with the policies established by the Academic Council. A proposal for a new course must include a justification for that course being taught at the graduate level.

(Graduate Committee 1/18/60;
Academic Council 2/3/60;
Faculty 2/4/60)

5000 Series

# CHAPTER V

# ACADEMIC REGULATIONS

## 5001 - 1. - REGENTS POLICY REGARDING CONTINUING EDUCATION, EXTENSION AND SUMMER SESSION

Credit offerings for summer session, continuing education and extension courses must fall within the role and scope approved by the Board of Regents for each unit of the Montana University System.

(Item 2-008 - R0973, Sept. 10, 1973)

## 5001 - 2. - CONTINUING EDUCATION - EASTERN MONTANA COLLEGE POLICY

Policies and Procedures for Eastern Montana College Faculty:

1. Eastern Montana College offers continuing education courses in the rural communities of eastern Montana. Off-campus courses taught outside of Billings receive extension credit.

2. Requests for all off-campus courses will be referred to the Registrar and Director of Continuing Education.

3. All instructors who plan to teach Continuing Education courses must be authorized to teach the particular courses by their appropriate administrators.

4. Faculty will receive remuneration according to the following schedule for an off-campus class plus per diem and mileage at state-approved rates:

| | |
|---|---|
| 0-50 miles | $ 150 per credit hour |
| 51-100 miles | 175 per credit hour |
| 101-150 miles | 200 per credit hour |
| over 151 miles | 225 per credit hour |

The instructor's stipend is payable only after successful completion of the course and all records are on file in the Registrar's Office, including students' grade reports. Instructors may teach no more than one extension course per quarter.

5. The fee for off-campus Continuing Education courses will be $21.00 per credit hour. This fee applies to all students, including those enrolled either as part-time or full-time regular students.

6. Fees will be charged each student at the rate of $21.00 per quarter hour credit. Fees are due and payable when the course is organized. Veterans eligible for the Montana State Veteran's Waiver will have this fee waived. The waiver certificate must be on file in Eastern Montana College Registrar's Office before this waiver is granted. The cost of texbooks and supplies for courses must be paid by the student. This amount will vary depending upon the requirements of the course. Arrangements may be made through the instructor to secure necessary texts and supplies from the Eastern Montana College Bookstore.

7. If graduate credit is desired for the course, the student must indicate this intent on the application for admission. Only students who plan to earn a Master's Degree or a Fifth Year Certificate at Eastern Montana College must complete an Application for Graduate Study. Applications for Graduate Study may be obtained from the Director of the Graduate Program.

8. Credit earned in off-campus extension courses may be applied toward a degree at Eastern Montana College up to a maximum of 48 quarter hour credits.

9. All registration for credit must be completed by the end of the second class session of any extension course. Please do not accept any applications or permit anyone to enroll after the second meeting.

10. There will be no refund of fees after the class is organized.

11. Non-credit courses are self-supporting. They are conducted on campus, or special arrangements may be made to hold classes in other locations. The fee schedule for such courses would be based on the principles of "cost-plus." This category would include the following: non-credit clinics, seminars, insitutes, and workshops. Credit for courses which are of college equivalency may be granted upon appropriate approval.

12. Please turn in all grade records as soon as possible after the course is completed.

13. Submit per diem and travel forms to the Director of Continuing Education immediately after the course is completed. Forms may be picked up from the Continuing Education secretary.

## 5002 - STUDENT DEVELOPMENT CENTER

Faculty members are urged to consider the referral of students to the Student Development Center when the student is in need of:

1. Educational counseling
   a. selection of major and minor
   b. diagnosis of learning and/or study problems
   c. changes of major where the student is somewhat uncertain about his or her interests and/or abilities for the contemplated major.

2. Career counseling
   a. choosing an occupational goal
   b. seeking occupational information
   c. interest, aptitude and ability testing.

3. Personal-social counseling -- adjustment of the individual to college life. Counselors will consult with faculty members concerning:
   a. student behavior
   b. student's progress in school
   c. student's performances of the ACT and other tests.

If faculty members wish further information concerning the services rendered by the Student Development Center, they are cordially invited to contact the Student Development Center personnel.

## 5003 - COURSE NUMBERING

Numbering System

1. Responsibility for numbering courses within the overall plan will be that of the department concerned.

2. The numbering system will conform, in general to the following system:

| | |
|---|---|
| 1st digit . . . . | To indicate the year |
| 2nd digit . . . . | 0 - General education credits, courses introductory in nature or prerequisite for further study in the area, and courses that do not pertain to a particular area.<br>1-7 - Specified areas within the department.<br>8 - Related to education.<br>9 - Independent study, seminar, workshop, etc. |
| 3rd digit . . . . | To indicate course sequence; insofar as possible this digit will be in degree of ascending difficulty. |

3. No letters are to be used.

4. Uniformity in numbers for similar courses cutting across department lines.

5. The "O" is to be reserved for general courses in all departments.

(D.C. 2/7/58; Rev. 2/10/60)

## 5004 - COURSE CONTENT AND READING

Because some students object to certain reading materials on the grounds of personal, religious, social, or political beliefs, selection specifically assigned in required courses should be chosen with prudence.

Students who object to certain required reading on the grounds indicated above and who attempt a reasoned defense of their points of view may be given alternative reading assignments.

(Academic Council 1/12/61)

## 5005 - COURSE CHANGES

Policy Statement on Guidelines for Curriculum Proposals, Montana University System (Revised)

THAT, All curriculum proposals are submitted from the initiating unit to the Board of Regents via the Commissioner of Higher Education according to the following procedures:

A. Definitions

1. Degree - A specific designation of letter representing the words on the diploma indicating completion or attainment, e.g., B.A., B.S., B. Arch., B.B.A., M.A., M.F.A., Ed.D., D.A., Ph.D.
2. Degree Structure - A generalized program leading to a degree, e.g., the B.A. program, the Doctoral program.
3. Major - The specific field of concentration for the degree.
4. Minor - The supporting or complementary field undertaken along with a major for a degree.
5. New post-secondary educational programs - All proposals for new schools or colleges, all series of courses arranged in a scope or sequence leading to a certificate which has not been offered in the institution or appeared in the catalog within the previous two years.

B. Procedures for New Degree Programs

All new post-secondary educational programs, degrees and addition of majors to existing degrees or minors where a major does not exist, shall be submitted to the Board of Regents as Board agenda. These programs shall be referred to the Curriculum Committee of the Board when the agendum is accompanied by materials concerning the following:

1. Specify the objectives to be reached by the addition of this program.
2. Specify in detail, present faculty, facilities and equipment, and library holdings in support of this program, and compare them to known or anticipated minimum standards for accreditation.
3. Additional faculty requirements should be detailed as to qualifications, salary, and problems related to recruitment.
4. Increased costs will be submitted in detail for the first year, for the biennium, and an estimate of the continuing costs of the program over a five-year period. These costs should reflect new faculty, increased library costs, space requirements, equipment, and other facilities needs.
5. A new program will be carefully scrutinized as to the effect on enrollment, numbers of students (both graduate and undergraduate) with lower and upper division course breakdowns, and the number excepted to graduate over a ten-year period.
6. List the new courses this program will add to the curriculum and specify the course requirements for the degree.
7. Indicate the inter-departmental implications of additions to this program or supporting courses in departments which contribute to the new program of studies.
8. Explain how the decision to submit this proposal to the Board of Regents was made. Were faculty involved institution-wide in the decision?

In all cases the Board of Regents may require an appropriate report from outside, objective consultants to assist the Board in analyzing the proposal and arriving at a just decision.

C. This policy statement is applicable to Montana community colleges and any other post-secondary units assigned to the Board by law, as well as to the units of the Montana University System.

FURTHER THAT its existing programs be reviewed on a regular basis by each unit, and that the Commissioner of Higher Education initiate and coordinate such reviews of existing programs as he or she deems appropriate and necessary. The Commissioner shall report his or her findings to the Board.

(Item 2-001 - R 0973, Oct. 19, 1973)

## 5006 - CURRICULUM CALENDAR

### Policy Statement on Curriculum Calendar, Montana University System

1. Curriculum items shall be submitted to the Board of Regents of Higher Education twice each year, at the first meeting of the year and at the July meeting.

2. Items submitted at the first meeting of the year will be considered by the Board prior to July 1st and items submitted at the July meeting will be considered prior to January 1st.

3. Curriculum proposals shall be submitted to the Commissioner of Higher Education in advance to their submission to the Board. The Commissioner shall prepare his or her evaluation and recommendations for circulation to the Board and presidents simultaneously and the presidents shall have the opportunity to rebut the Commissioner's recommendations.

(Item 2-013 - R 1073, Oct. 19, 1973)

## 5007 - MILES COMMUNITY COLLEGE

Approval of offering of education courses at Miles Community College by Eastern Montana College during the Summer of 1960; and that the campus of MCC may subsequently be designated as a resident extension center of Eastern Montana College during the period the courses are being offered in order that students taking these courses will receive resident credit.

(State Board 12/59)

## 5008 - GRADE CHANGES

The grade as turned in at the end of each quarter shall remain final, except that an instructor may file a "Request for Grade Change" form.

## 5009 - EXAMINATION PROCEDURES

There is no formal scheduling of examinations at the end of each quarter. Regularly scheduled classes will be held through the last day of the quarter.

## 5010 - BUILDING NAMES

It shall be the policy of the State Board of Education, ex officio Regents of the Montana University System, that provisions be established for the naming of all University System buildings.

Such policy shall be subject to the "Rules and Definitions" relating to the established policy.

All buildings of the Montana University System may:

(1) Be named after or dedicated in honor of outstanding persons.
(2) Be named for an academic subject field.

### Rules and Definitions

1. No building may be named after or dedicated in honor of a living person.

2. University administrators at each unit of the Montana University System shall establish an administrative process for receiving and handling recommendations or proposals relating to the naming of buildings.

3. University buildings shall mean all administrative, academic (including research), housing, dormitories and student service buildings owned by the State of Montana and subject to the exclusive use of the Montana University System.

4. Service facilities for maintenance or storage, or leased or rented facilities shall be excluded from this policy and shall not be named for persons or academic fields.

(State Board #204-007, 11/27/67)

5011 - OMBUDSPERSON

In 1966 at his inauguration President Heywood announced the first college ombudsman in the United States. The position was later titled "ombudsperson".

The Ombudsperson is appointed by the President to serve as a referral point for students who feel they have been treated in an arbitrary fashion. The following minimum ground rules will be relevant:

1. Students who have exhausted all channels for redress of grievances may appeal to the Ombudsperson to investigate their grievances and to ascertain whether they have received due consideration and decision.

2. After preliminary investigation the Ombudsperson may decide to investigate or not investigate the case.

3. The Ombudsperson has the independent right to investigate when there isn't a complaint.

4. Information provided to the Ombudsperson during the investigation may be considered privileged if the individual providing the information desires, or if the Ombudsperson so decides.

5. The final report to the President of any investigation will be made available consistent with reasonable safeguards for personal information.

Students will understand that this is not a vehicle for protest of a decision that is not favorable to them nor is it intended to bypass any procedure now in operation. In such cases the Ombudsperson would decline to investigate. Nor can decisions made by the Board of Regents or by the Attorney General or by the President be delegated to the Ombudsperson. It is quite possible, however, that in the light of particular situations recommendations for changes in regulations set by these individuals and agencies could be made. It is the President's intention to accept the recommendations of the Ombudsperson and to make all possible changes in the light of recommendations.

## 5012 - FACULTY ELECTIONS

Faculty elections are to be conducted in the following manner:

1. Nominate on the first ballot twice the number of representatives to be chosen.

2. Election to be conducted by a follow-up ballot handled through the office of the Secretary to the Academic Vice President.

3. Ballots to be returned within one week after distribution.

## 5013 - EASTERN CAMPUS SCHOOL

The Campus School at Eastern Montana College is a cooperative venture between the Billings Public School System and Eastern Montana College. The school has been designated as a public school purposely organized to provide an environment which will encourage the improvement of all aspects of the teaching-learning process. The school serves as a pilot school where new ideas may be tried and tested and where new approaches to education may be studied and the findings shared with the teaching profession. This public school, being located on a college campus, allows for an intimate working relationship with the entire college community and sustains a particularly close relationship with the School of Education in the area of improvement of teacher education.

The laboratory facilities of the Campus School provide demonstration classes, observation centers and selected internship experiences with children in the elementary school. In addition to the elementary school program, the Campus School offers a nursery, kindergarten, and special education program. Extensive use is made of all facilities in connection with courses in teacher education.

Instructional faculty wishing to utilize the Campus School in connection with course offerings should confer with the Director of the Campus School.

The following policies have been developed to guide in the administration and supervision of the Eastern Elementary School:

Staffing

Selection. Candidates for teaching positions will be sought by the college administration and selected cooperatively with the Billings Public School administration. Candidates from the Billings Public Schools shall be considered upon recommendation of the administration thereof. Staff employed will meet standards currently used by district administration and will possess those additional characteristics and strengths deemed necessary to meet their responsibilities in teacher education. Teaching assignments will be subject to review each year.

Contracts. Contracts shall be issued by the Billings School District.

Tenures. Teaching staff shall acquire tenure with the Billings School District.

Principal. The school shall be under the direct administration of the Principal who shall be selected in consultation with the Billings School District, with other responsibilities to the college assigned in addition to the principalship.

He shall serve as liaison person for the Campus School between the college and the Billings Public Schools and shall be responsible to both parties for the development and administration of the educational program of the Campus School.

Instructional Materials

Basic. Basic materials shall be provided by the School District as provided in other elementary schools.

Supplemental. Supplemental materials shall be provided by the college to meet the needs of expanded and/or enriched programs developed and in accord with accepted purposes of the school.

Salaries (Instructional)

The salaries of teachers assigned to the Eastern Elementary School staff shall be paid according to the contracts entered into by them and the School District; provided, however, that the District funds shall contribute only that portion of the salary which is determined by the District's salary schedule and that the college shall determine and pay any supplementary stipend.

College Stipend

A stipend of $85 per quarter (total $225 per year) will be paid to each School District #2 teacher employed to teach in the Campus School.

Selection of Students

The pupil population will be the responsibility of School District #2.

General Supervision

Teachers. Teachers shall be under the direct supervision of the Principal who shall utilize and coordinate the supervisory resources of both the college and the public schools.

Evaluation. Evaluation shall be a joint public school-college responsibility.

Classrooms

The college shall provide the classrooms necessary for the school and shall bear the cost of building maintenance and operation . . . including custodial services, light, heat, etc.

(School District #2 and Eastern Montana College, 12/29/70)

## 5014 - THE READING CLINIC

The Reading Clinic provides a comprehensive development and remedial reading program for all levels of instruction. The special reading problems of college students are given careful attention. Clinic services are as follows:

1. Effective reading classes for college students.
2. Accelerated reading classes.
3. Individual remedial instruction.
4. Diagnosis of reading difficulties.
5. Consultant services to schools.

Information should be requested through the Director of the Reading Clinic.

### Fees

Fees charged for services of the clinic will be collected within the framework of the School of Education, but maintain identity as a special fund. Fees will be collected by the clinic personnel and forwarded to the Business Office. The clinic is organized to function on a self-supporting basis.

## 5015 - ATTRACTING NEW STUDENTS

All units of the Montana University System re-commit themselves to a program of informing prospective students, parents and educators with the understanding that wherever possible they will work in concert, and, further, that they will avoid expansion into recruiting activities which are inconsistent with this approach.

This program recognizes the responsibilities of the units to offer types of continuing information and services similar to the following:

1. Working closely with high school counselors to keep them informed of the opportunities in college.

2. Informing junior colleges and college transfer students of program availability and transfer credits.

3. Inform and assist the more mature student with the opportunities of the college.

4. Assist Veterans who are either first-time enrolled or are transferring from another college.

## 5016 - RAFFLES

Raffles, as such, are discouraged on the Eastern Montana College campus and may not be allowed except by special permission of the Dean of Students.

(D.C. 10/6/59; A.C. 10/6/60)
(A.C. 2/22/66)

## 5017 - RESEARCH

One of the major functions of a university system is research both basic and applied. Responsibility for this function has wisely concentrated at the University of Montana, Montana State University, and Montana College of Mineral Science and Technology, as expressed in organized research agencies and individual faculty research and scholarly work throughout the academic year.

Within their respective academic areas of concentration these three institutions will continue to be primary state-supported academic agencies for research both basic and applied. Similarly, they will be the primary public depositories for scarce documents and other unique library resources needed for graduate programs, particularly at the doctoral level where authorized, and for research programs. As part of their responsibility for scholarly work these institutions will make research and library facilities available to qualified members of the faculty of other institutions.

Western Montana College, Eastern Montana College, and Northern Montana College will recognize that instruction is their paramount function and will provide library, laboratory, and other facilities appropriate to instructional programs offered. Faculty from these institutions will be encouraged to pursue individual research during summers and other appropriate times.

(S.B. 4/5/62)

## 5018 - THE RETORT - POLICY STATEMENT

The Academic Council regards freedom of the press as of vital significance in the practice and preservation of democracy and holds that such freedom cannot properly be exercised without the self-restraint which comes from a strong sense of responsibility. The points where freedom of expression becomes license, where self-restraint is not adequately imposed, and where the sense of responsibility is weak are impossible to define with any precision. Free societies have historically wrestled with these imponderables.

Accordingly, the Academic Council gives unreserved support to the position that the students in charge of the weekly campus newspaper, THE RETORT, should be afforded the greatest possible latitude to independently develop the requisite balance between freedom of expression and responsibility through the practical, week-by-week application of principle to practice. At the same time, it is held that THE RETORT is not an independent organ, divorced from the financial support of the student activity fund, collected by the College and allocated by the Student Senate. The Student Publications Board is delegated control over all student-financed publications. In the very nature of the case, THE RETORT reflects to the general public not only its own independent image, but also that of the college community. THE RETORT is integrated with the academic program of the Division of Humanities because of the working relationship between the journalism classes and THE RETORT.

In view of the foregoing comments, and in order to maintain a desirable relationship between freedom and responsibility, the Academic Council re-affirms the following precedents for the guidance of the parties concerned:

1. The method of financing the major portion of the publication costs of THE RETORT shall continue to be through an allocation of monies from the student activity fund by the Student Senate upon the recommendation of the Student Publication Board and with the approval of the President of the College.

2. THE RETORT shall continue to be integrated with the academic program through journalism courses under the Division of Humanities.

3. The faculty advisor to THE RETORT shall be recommended by the Division Chairperson of the Division responsible and approved by the Student Publications Board.

4. The internal organization of the student staff and the administration of THE RETORT shall be determined by the editor of THE RETORT; the student staff of THE RETORT being directly responsible to the editor, and the editor being directly responsible to the Student Publications Board.

5. It shall continue to be the mutual task of THE RETORT students staff, the faculty advisor and the Division Chairperson to guarantee the fullest measure of freedom of expression on the pages of THE RETORT, and to consider carefully THE RETORT's delegated responsibility since it must always regard itself as being one of the several voices of the college community.

## 5019 - SUPERVISING TEACHERS

### Payment

The Director of Student Teaching shall furnish to the Business Office a schedule of hours spent by the cooperating teachers, the students they supervised, and the amount of money they are entitled to. A special payroll will be processed. When the checks are received they will be given to the Director of Student Teaching who will distribute them to the supervisors to hold until the work is completed.

### Pay Scale

The following pay schedule for cooperating teachers has been approved for the Montana University System:

| | | |
|---|---|---|
| 3 cr. - $ 40 | 8 cr. - $ 65 | 13 cr. - $ 90 |
| 4 cr. - $ 45 | 9 cr. - $ 70 | 14 cr. - $ 95 |
| 5 cr. - $ 50 | 10 cr. - $ 75 | 15 cr. - $ 100 |
| 6 cr. - $ 55 | 11 cr. - $ 80 | 16 cr. - $ 100 |
| 7 cr. - $ 60 | 12 cr. - $ 85 | |

Each unit is free to negotiate with the school district supervising such student teachers.

(S.B. 3/4/57)

## 5020 - STUDENT PROGRAMS ABROAD

Because the problem of student absence for study, travel, or tours will quite likely become more involved as time goes on, and because any regulations or policies designed to regulate these activities should be subject to constant review and modification, it is recommended that the International Education Committee review cases as they arise, to determine that such cases have met established requirements, and to refer such cases, with a recommendation, to the Academic Council.

It is also recommended that the following statements of general policy be given consideration by the International Education Committee.

Travel and/or Study Abroad . . . . . One Year

1. A student planning to travel or study abroad and to receive credit for such travel or study must receive permission from the International Education Committee.

2. To apply for such permission, a student must have at least 2.0 cumulative grade point average.

3. Before applying for such approval, a student planning to undertake the equivalent of an academic-year-abroad program must confer with his or her adviser and file an outline of the program with the International Education Committee at least three months before the end of the quarter preceding departure. The purpose of the student-adviser conference is to choose, from the published catalog of the foreign college or university, courses and/or areas from among which the student may select the subjects to be taken for and which will be accepted as equivalent courses in the student's Eastern Montana College program upon return. The proposal filed as a result of the student-adviser conference must be approved by the proper deans if the courses are to be used to meet general education requirements or to meet professional core requirements. The proposal must be approved by the proper divisional chairperson if any of the courses are to be used toward filling the requirements for the major or the minor.

4. Unless permission is received from the International Education Committee, a student may not register concurrently at Eastern Montana College and at a foreign college or university.

5. Upon return from such a period of study, a student must provide suitable transcripts of credit from the foreign college or university which was attended.

Travel and/or Study Abroad . . . . . Less Than One Year

1. A student planning to register in a foreign college or university, or to participate in any potential Eastern Montana College program of actual study abroad for a period of one or two quarters, will be required to follow the procedure outlines in #3 above.

2. A student planning to be absent from the campus for the purpose of travel and/or study abroad for three weeks should enroll in campus courses for no more than 12 credits; for 4 weeks 9 credits; for 5 weeks 6 credits; for more than 5 weeks, no credits.

   Prior to departure for a trip of any duration beyond one week, a student must obtain from each professor concerned during the quarter of the period of travel a statement verifying that arrangement has been made for the student concerned to enroll in the class involved and to receive credit if performance merits it. A copy of each such statement must be filed with the student's adviser and with the International Education Committee.

Tours - Travel and/or Study Abroad . . . . . Less Than One Year

A group of students participating in an activity sanctioned by the College may be absent from the campus for a period of up to fifteen weeks. These students may be involved in an activity which has been approved by the Academic Council and by a recognized national organization, such as the National Music Council, the U. S. State Department, United Service Organization, or Red Cross.

Such students may earn a maximum of twelve quarter hours of credit their absence by:

1. Completing a course before departure on tour.
2. Completing a course while on tour.
3. Challenging a course prior to departure or upon return.
4. Enrolling in an independent study course.

One month prior to departure each student of such a group must obtain a statement from each professor concerned during the quarter of the period of travel. This statement must indicate the arrangement that has been made to enroll the student in one or more courses, must indicate the requirements for completion of the course or courses, and must list the credit to be earned if work is satisfactorily completed. Copies of this statement must be filed with the student's adviser, with the divisional chairperson of the student's major department, and with the International Education Committee.

(It is recommended that these students carry the majority of their credits in courses of the activity area in which they are participating on tour and in courses of their academic major.)

## 5021 - CLASS ABSENCES

### Request for Absence

Except for absence due to offical college activities, each faculty member is in full control of class attendance. Any non-official absence must be approved directly by the instructor of the course.

Absence resulting from official college activities that do not include overnight trips must be cleared through the Divisional Chairperson's office and Registrar's Office by the faculty member in charge of the official function. Such requests may be in memo form with alphabetical listing of students and a brief description of the nature or purpose of the trip.

### Off-campus Overnight Trips

All off-campus overnight trips involving students must be registered with the Divisional Chairperson's office, and/or the adviser, the Dean of Students and the Registrar's Office at least one week prior to the date of the trips. Forms may be obtained in the Dean of Student's Office.

The registration will consist of the completion in quadruplicate of an official form which will include the following:

1. An alphabetical list of students involved in such trip.
2. A detailed description of a accommodations for students during the trip. Whenever possible, women students should be assigned college housing.
3. The names of one or more faculty member or chaperone accompanying the trip.

### Out-of-State Travel

Any student group officially representing the College and traveling out-of-state must be accompanied by a faculty member or approved substitute.

### Insurance

Organized student tours outside of Billings and its immediate environs are required to have tour insurance, and other tours are strongly urged to carry such insurance.

## 5022 - GUIDELINES FOR SUBMITTING EMC GRANT PROPOSALS

Proposals should be submitted at least seven to ten days prior to the deadline as shown in the guidelines. This helps everyone involved in the following manner: someone else within the College could be seeking funds from the same source without knowing it; it affords those who examine the proposals an opportunity to read and review the proposals without pressure; it gives the Development Office an opportunity to have everything in order before submission of the proposals.

To avoid the difficulities and pressures, the following guidelines are to be followed:

1. Draft a rough statement of the proposal, outlining the general design of the project in sufficient detail that it will receive the support of the department head and the divisional chairperson. If the proposal involves a reorganization of curriculum, finances, staffing, etc., the dean of the school will need to be involved. If the proposal involves Federal funding, there are definite guidelines that must be rigidly followed. For fiscal procedures the Business Manager should be one of the first to be informed when developing a proposal.

2. Spell out what the proposal will accomplish. Be as specific as possible.

3. Estimate, as accurately as possible, who is to be involved, how long the project will take and how much it will cost. If Eastern Montana College funds are involved, show their source, and indicate by whom authorized.

4. Survey what has been done in the field and by whom, so that you can state how your project will differ from, or go beyond, what has already been done. Give samples and descriptions of data gathering instruments. Describe how and by whom the results will be analyzed.

5. To avoid problems, apprise your department head or divisional chairperson of your intent to write a proposal.

Specific Steps to be Taken

1. While working on the draft copy of the proposal, consult with the Business Manager, the other administrative officers involved, and with any other individuals who may be helpful on or off the campus. The schools may set up such internal procedures as they see desirable to carry out this consultation so as to make proposals most effective, and yet not inhibit the creativity of the individual project director.

2. Develop a detailed budget; have it checked with the Business Manager before final typing. This is the first step in the procedure of preparing a proposal before final typing. If the proposal involves a Federal program, matching money from Eastern is usually required. The source of this matching money, and the disposition of indirect costs, must be clearly defined. Any proposals indicating use of additional or new faculty for a program, or indicating a salary for suggested faculty, must have a statement on a separate sheet showing how this is to be accomplished, by whose authorization, and their signature. Said statement must accompany proposal when delivered to the Development Office.

3. Upon final typing: the project director and the Business Manager in consultation with the other appropriate administrators, shall determine that the proposal is in substantial final form for examination by those who should be informed. The project director will arrange for the typing of the final copy of the proposal, and furnish the Office of Institutional Development enough copies for distribution to the following people: the Department Head, the appropriate Dean, the Business Manager, the Academic Vice President, and the President. The office will be responsible for distribution to these people.

4. A Grant Request Transmittal Form: Attached to the final copy of the proposal for internal use will be a facing sheet with the signatures of the Department Head, Divisional Chairperson, the Dean of the appropriate school, the Business Manager, and the Academic Vice President. Following these signatures, the project director arranges for a brief meeting with the President, at which time the final proposal will be signed, and the project director will be responsible for the mailing of the proposal. Copies of the proposal with the completed transmittal sheet will be distributed to each individual listed on the facing sheet.

The Development Office will inform the faculty of the College when each proposal is mailed, and will further notify them when the proposal is funded.

As soon as any information concerning the funding or rejection of a proposal is received in the President's Office or any other office, copies of this information will be distributed to each of the following: the project director, the Divisional Chairperson, the Dean of the School, the Business Manager, the Academic Vice President, and the President.

EASTERN MONTANA COLLEGE

Grant Request Transmittal Form

Proposal No: _____

Project Director: _____ Date Submitted(mailed) _____

Proposal Title: _____

_____

Brief Description/Title _____

Act _____ P. L. _____ Title _____ Section _____

| Proposal Submitted to: | | Percent | Amount |
|---|---|---|---|
| _____ | Federal | _____ | _____ |
| | State | _____ | _____ |
| _____ | Non-Cash | _____ | _____ |
| | Other | _____ | _____ |
| _____ | (Explain) | | |

Beginning Date: _____ (month) _____ (year) to _____ (month) _____ (year)

If Grant is for more than one year:

First Year _____ _____ to _____ _____ $_____

Second Year _____ _____ to _____ _____ $_____

Third Year _____ _____ to _____ _____ $_____

Disposition of Indirect Costs: _____

_____

Source of Matching Money: _____

_____

Internal Approval and Copies To:

| | | |
|---|---|---|
| _____ | Department Head | Date _____ |
| _____ | Division Chairperson | Date _____ |
| _____ | Dean | Date _____ |
| _____ | Business Manager | Date _____ |
| _____ | Director of Development | Date _____ |
| _____ | Academic Vice President | Date _____ |
| _____ | President | Date _____ |

ACCEPTED _____ Date $_____ Received _____ (date) News Release ____

REJECTED _____ Date

## 5023 - 1. - SUMMER SESSION - GENERAL STATEMENT

"Summertime - and the Livin' is easy." So goes the old song. Although summertime studying isn't exactly "easy," summer school provides a wonderfully relaxed atmosphere in which to engage in a full spectrum of academic activities. Smaller classes, greater emphasis upon independent study, and a wider variety of special programs and workshops - both on and off campus - distinguish the summer session from the regular academic year.

As we see increased emphasis nationally on continuing education and new experiments in post-secondary education, the role of the summer session and the accommodations it allows become increasingly important.

The limited enrollment, while increasing in recent years, prohibits the utilization of all members of the faculty desiring to be employed during the summer session. Every effort is made to employ such persons in accordance with current demands, policies, and budgetary allocation.

## 5023 - 2. - SUMMER SESSION - SALARIES

The maximum salary reimbursement for contracted summer session teaching personnel shall not exceed two-ninths (2/9) of the prior year's salary for a full summer assignment.

NOTE: This policy was recommended by the Council of Presidents and approved by the former Board of Regents on December 9, 1971, under Item 221-002, which this item supersedes.

(Item 3-010-R 1273, December 10, 1973)

## 5024 - 1. - OFF CAMPUS WORK FOR RESIDENT CREDIT - REGENTS' POLICY

The Board of Regents of Higher Education authorizes the Commissioner of Higher Education to establish guidelines and approve or disapprove requests from the units of the Montana University System to grant resident credit for off-campus course work. The guidelines shall include evidence that the course work offered is equivalent to that taken on campus in relation to faculty, facilities, educational resources and the eligibility of the student to enroll in the institution.

(Item 3-902-R 0174, January 14, 1974)

## 5024 - 2. - OFF CAMPUS WORK FOR RESIDENT CREDIT - REGENTS' GUIDELINES

### Guidelines Relative to Granting Resident Credit for Off-Campus Course Work, Montana University System

The Board of Regents of Higher Education hereby establishes the following guidelines for the granting of resident credit for off-campus course work:

1. It should be understood that these guidelines do not apply to intern and practicum (such as student teaching) experience, nor to programs approved by the Regents as resident off-campus centers.

2. If the Commissioner approves a request to grant resident credit for off-campus courses which are not part of the regular instructional program, such approval shall pertain only to the students' records. Thus, enrollment in all courses offered through Extension and Continuing Education Divisions or Departments, whether carrying extension or resident credit, shall not be included in resident enrollment statistics.

3. Fees charged for off-campus courses approved for resident credit, except those in the regular instructional program, by the Commissioner shall be those normally charged by Extension and Continuing Education Divisions or Departments as outlined in prevailing Board actions.

4. All extension offerings approved for resident credit shall continue to be offered on a self-supporting basis as outlined in prevailing Board actions.

5. Institutions authorizing payment of honoraria to instructors for teaching extension offerings approved for resident credit shall employ the same payment schedule approved for extension courses, but adjustments may be authorized when unusual circumstances occur.

6. Courses offered off campus for which resident credit is being requested must fall within the role and scope of the institution, as outlined in Board policy.

7. Before the request is forwarded to the Commissioner, the President, Academic Vice President or other designated official must certify that the following conditions have been made:

   A. Faculty - Persons assigned to teach off-campus courses for which resident credit is being requested must have credentials equivalent to those required of faculty teaching the same or similar courses on campus.

   B. Facilities - Library or laboratory facilities must have been assessed and determined to be equivalent to those required for the same or similar courses offered on campus.

   C. Educational Resourses - The appropriate educational resources have been assessed and determined to be equivalent to those required for the same similar courses offered on campus.

   D. Eligibility of Students - Students must meet the same admission and grade point standards and other academic requirements that are met by students taking the same or similar courses on campus.

8. Exceptions to the above guidelines will be considered upon justification to the Commissioner of Higher Education.

(Item 5-901-R 0774, July 8, 1974)

## 5025 - CHARTER FLIGHT POLICY

It is the policy of the Board of Regents of Higher Education that arrangements for charter special schedule and group tour flights out of the United States by students, faculty and others associated with the various units of the Montana University System be coordinated through the office of the Commissioner of Higher Education to assure maximum availability throughout the system.

(Item 3-011 - R1273, Dec. 10, 1973)

6000 Series

# CHAPTER VI

# CAMPUS POLICIES

## 6001.0 - SPEAKERS POLICY - PREAMBLE AND PHILOSOPHY

The United States of America has accorded to its citizens the highest degree of freedom of speech consistent with its laws and with a broad definition of decency. It is the intention of these regulations to accord a like degree of freedom to the campus community of Eastern Montana College while in addition taking into account that the primary function of an educational institution is to educate and that all segments of the campus community have a particular responsibility for the pursuit of truth. Controversy for the sake of controversy or for sensationalism contributes little, but if it is founded on mature examination and analysis, controversy over the great issues of our time is the heart of a college and the heart of a nation.

## 6001.1 - SPEAKERS POLICY - REGULAR COLLEGE CLASSES

A faculty member may invite to address a class any speaker whose presentation is expected to aid the students in attaining the objectives of that course. If the speaker is a dignitary whose presence on the campus should be officially recognized, the faculty member should notify in advance the appropriate faculty or administrative offices.

## 6001.2 - SPEAKERS POLICY - FACULTY ORGANIZATIONS

Within the framework of the educational purpose for which the organization came into being, and consistent with its purpose as stated in its constitution, any faculty organization is free to invite to address its membership any speaker competent to shed light in any field of interest reasonably related to the stated purpose. A Campus Facilities Request Form from the Office of Information must be completed, and visits by dignitaries should be afforded institutional attention.

## 6001.3 -SPEAKERS POLICY - STUDENT ORGANIZATIONS

Within the framework of the educational purpose for which the organization came into being and was chartered by the Student Senate, and consistent with its constitution, any student organization is free to invite to address its membership any speaker competent to shed light in any field of interest reasonably related to the stated purposes. The faculty adviser shall provide the organization necessary information concerning the extent to which a program meets with the educational standards of Eastern Montana College. A Campus Facilities Request Form from the Office of Information must be completed, and visits by dignitaries should be afforded institutional attention.

## 6001.4 - SPEAKERS POLICY - OFFICIAL SPONSORSHIP BY EASTERN MONTANA COLLEGE

Programs, including guest speakers, officially sponsored by "Eastern Montana College" and not by its constituent organizations must be approved by the President of Eastern Montana College. The Director of Information will complete a Campus Facilities Request Form when so informed.

## 6001.5 - SPEAKERS POLICY - OFFICIAL SPONSORSHIP BY ASSOCIATED STUDENTS

Programs, including guest speakers, sponsored by the "Associated Students of Eastern Montana College" should be approved by the Student Senate or by a committee of the Senate given this responsibility. The President of the Associated Students will complete a Campus Facilities Request Form. Visits by dignitaries should be afforded institutional attention.

(Academic Council 2/2/67)

## 6002.0 - COORDINATION OF EVENTS - GENERAL POLICY

Public service is one of the roles of Eastern Montana College. Public service is given to the college community, the local community, the state, and the nation. A portion of this role consists of making available college facilities, personnel and time in such a manner as to make positive contributions to programs and efforts of others. The Coordinator of Events serves to arrange for use of college resources in this phase of college and public activities.

Definitions (Applicable only to Chapter VI)

The College -- any academic or administrative division, department, agency, or office; or any official thereof, including student organizations chartered by the Student Senate.

Event -- any activity, not part of a regularly scheduled academic program to which the college commits facilities, equipment or personnel. This sometimes includes events that are instructional or academic in nature or presented for academic credit.

Coordinator of Events -- is that staff person who acts as liaison between the sponsor of an event and the college.

Campus Facilities Request Form (CFR) -- the basic document used to record the details of an event and to formalize the college's commitment to provide support for an event.

Sponsor -- any person or organization to whom the college commits resources in support of an event. The sponsor thus incurs primary responsibility for the event.

Off-Campus Sponsor -- any off-campus or non-college individual or organization wishing to sponsor an event involving Eastern Montana College's resources.

Facilities -- all college land and buildings.

Equipment -- all college property not permanently installed or attached to college facilities. Note: College facilities and equipment belong to the State of Montana.

Contract -- may be a formal legal document, but also includes written agreements and commitments made through use of the Campus Facilities Request Form (CFR).

## 6002.1- COORDINATION OF EVENTS - CAMPUS FACILITIES REQUEST FORM (CFR) - PURPOSE

No event should occur or be announced as occurring on this campus without approval through the "Campus Facilities Request Form". (This is intended to be of a coordinating and informational approval rather than any attempt to censor particular types of activities, and approval is given in line with policies appearing elsewhere in the Faculty and Staff Handbook.)

The CFR is a vehicle for coordinating and committing college facilities, equipment, and personnel to an event. It either serves as or provides the basis for written contracts and agreements between a sponsor and the college. The CFR provides documentation of events to avoid conflicts in schedules and assures the sponsor of an event that college support is committed and that plans and activities may proceed.

It provides the basis for publishing event schedules and calendars for the information of and to facilitate planning by other public or college groups. Thus, each may contribute, participate, or consider each event in light of their own interests and activities.

## 6002.2 - COORDINATION OF EVENTS - RESPONSIBILITES OF THE COORDINATOR

The Coordinator of Events acts in an advisory capacity both to the College and to sponsors. The Coordinator brings parties together so that agreement can be reached and decisions made and sees that formal communications are established so that provisions are made to meet the full needs of each event. The Coordinator facilitates agreements and commitments both on the part of the sponsor and of the College and monitors performance of sponsors and the College to assure that each event is supported and staged in the most professional manner possible. The Coordinator alone cannot commit College resources to an event.

## 6002.3 - COORDINATION OF EVENTS - PROCEDURES WITH ON-CAMPUS SPONSORS

Persons or groups wishing to plan and sponsor an event should first contact the Coordinator of Events and fill out a CFR form. This should be done at the earliest possible date. Advisers to student groups are asked to make sure that such a request is initiated. As a convenience to sponsors of events in the Student Union, the Director of the Student Union may serve as initial contact for use of facilities. The Director will relay appropriate information to the Coordinator of Events, who will initiate the CFR.

Clearance to plan an event by an adviser or administrator does not obviate the need to file a CFR.

No one can schedule use of any particular facility until agreement is provided through all necessary signatures on the CFR. College officials responsible for a facility are asked to keep records of building use to avoid duplicate agreements. Their signatures on the CFR form commits the facility to use on the date and at time specified. Approval signatures sets in operation a chain of activities engaged in by the sponsoring organization such as tickets, advertising, etc.

Go over the requirements of your event with the Coordinator. Use the event checklist to assure that all requirements for a successful event are covered in the planning phase. Be prepared to cover necessary expenses with proper budget planning. Event sponsors are responsible for carrying through the planned program once commitments or arrangements are made.

Legal, monetary, and support agreements must be between the sponsor and the College. Once commitments are made, performance becomes an obligation, unless changed by agreement of both parties.

The Coordinator of Events shall not be liable for legal or monetary obligations between sponsors and the College.

The Coordinator must be alert that the College does not over-commit its resources. The instructional program is the College's first priority and public services (events) are a desirable adjunct to the College's primary mission. The College is neither funded nor staffed to permit events to make inroads into its basic responsibilities.

## 6002.4 - COORDINATION OF EVENTS - PROCEDURES WITH OFF-CAMPUS SPONSORS

The same principles apply, and insofar as possible, the same procedures will be adhered to as outlined for on-campus sponsors.

The College (as defined previously) may wish to share sponsorship an off-campus sponsor, particularly if the subject of the event is closely aligned with the interests or activities of the College.

In cases where a desired event by an off-campus sponsor does not logically align itself with the direct interests or disciplines or any particular college department or official and it can be determined that it is in the College's best interest to host, the role of sponsorship may be performed by the Office of Information.

No public service activity will be declined without efforts on the part of the College to provide sponsorship.

Protection of College Facilities and Equipment

Event sponsors incur a certain responsibility for College facilities and equipment used during the course of their particular event.

While the College is willing to lend available facilities and equipment as a public service, the College cannot be held directly responsible for the conduct of sponsors, participants, or audiences. Damage to or loss of College facilities or equipment resulting from negligence must be compensated for by the person or organization responsible.

Early and thorough planning of an event will ensure that security of College property is given due consideration and responsibilities fixed.

Rental Policy

1. College facilities shall not be rented for:
   a. Games of chance, lotteries, or raffles.
   b. Social dancing except when sponsored by the College.
   c. Activities which permit the drinking of intoxicants.
   d. Public sales.
   e. Political meetings, unless open to all citizens without charge; and fund-raising activities of any kind.
   f. Sectarian groups, for church services.

g. Any off-campus group to hold regularly scheduled meetings.
h. Individual or private promotions for profit.

2. To classify organizations, the following guide will apply:

CLASS I:

Organizations directly connected with the College or tax supported bodies of the city, county, state or federal government. No rental fee will be charged these organizations unless funds are available for this purpose. Charges for additional personnel required, such as supervisory, custodians, police and attendants may be assessed. Admission may be charged only if derived profits are to be used solely for the benefit of an Eastern Montana College organization. Receipts derived from such admission may not be shared with an off-campus organization. Admission may be charged only if it is not in conflict with other College policy.

CLASS II:

Organizations such as civic, charitable, and character building organizations, or organizations with community interests. These must be non-profit organizations and cannot charge admission fees. Such organizations may not use these events for fund raising purposes. Class II does not include religious organizations. Rental fees will be charged according to the rental fee table.

CLASS III:

Includes other civic, political, fraternal, religious or other private organizations which may charge for admission. Rental fees will be charged according to the rental fee table. Class III organizations must execute a formal contract negotiated by the Business Office for each rental.

3. College facilities shall be rented for specific hours. Off-campus sponsors are encouraged to explore use of similar facilities in the local community. Rentals will be for specific rooms or areas, and sponsors shall confine their activities to such specific locations and shall not enter other College areas.

4. College facilities shall not be rented for personal or individual use. Determination of the nature of individual or personal use shall be made by the Director of Information.

5. If not in conflict with College activities, first priority, in case of conflicting dates, shall go to those events having purposes most similar to those of the College. This determination shall be made by the Director of Information.

6. Except by special prior arrangement, College equipment shall not be rented or loaned. Groups using College equipment must agree, in advance, to full responsibility for proper security, care, and maintenance of the equipment.

7. Any group requiring custodial services after regular hours must be prepared to pay an extra charge.

8. The Director of Information will be alert to determine if excess activities are placing a burden on College facilities and personnel. The Director is authorized to suggest alternatives or reschedule events to maintain acceptable space and work loads.

## 6002. 5 - COORDINATION OF EVENTS - RENTAL FEES

(NOTE: Fees are subject to change without notice)

CLASS I:

1. No rental fees will be required of Class I organizations.
2. Charges may be levied for after-hours janitorial service, attendants, police and for equipment use, if applicable.

CLASS II and CLASS III:

| | FACILITY | CLASS II | CLASS III |
|---|---|---|---|
| 1. | Classroom and Conference rooms | 10. 00 | 20. 00 |
| 2. | Multi-pupose room | 20. 00 | 40. 00 |
| 3. | Science Auditorium | 25. 00 | 50. 00 |
| 4. | Physical Education Building Activity Rooms | 20. 00 | 50. 00 |
| 5. | Physical Education Building Not including pool | 150. 00 | 500.00 |
| 6. | Petro Theatre | 100. 00 | 250.00 |
| 7. | Petro West | 25. 00 | 50. 00 |
| 8. | Rimrock Halls rooms | | |
| | Missouri | 7. 50 | 12. 50 |
| | Madison | 7. 50 | 12. 50 |
| | Jefferson | 7. 50 | 12. 50 |
| | Gallatin | 7. 50 | 12. 50 |
| | Copper | 7. 50 | 12. 50 |
| | Ponderosa | 15. 00 | 20. 00 |
| | Yellowstone | 15. 00 | 20. 00 |
| | Treasure State | 25. 00 | 35. 00 |
| 9. | Lounge - Lobby | 35. 00 | 75. 00 |
| 10. | Commuter Cafeteria | 25. 00 | 50. 00 |
| 11. | Commuter Cafeteria | 100. 00 | 200.00 |
| 12. | Library lecture halls (small) | 35. 00 | 65. 00 |
| 13. | Library lecture halls (large) | 75. 00 | 130. 00 |

1. Costs of operating personnel and equipment rental is not included in the rental fee and charges will be levied accordingly.

2. Each rental by Class III organizations will be covered by a formal contract negotiated with the Business Office.

## 6002.6 - COORDINATION OF EVENTS - FOOD SERVICE

Limited food service is available for certain events. The food service is under contract by the College to provide meal service to students. The food service has the right to decline requests that place excess strain on this capability.

No food will be served on campus except as approved by the food service contractor. Exceptions to this policy apply to:

- Jabber Wocky Shop in the Student Union
- vending machines owned or consigned by the College
- theatre and gymnasium concessions

Any other exceptions must have written approval of the College and of the food service contractor, thereby releasing the College and the food contractor from any liabilities arising from such exception, e.g. food poisoning, equipment or property damage, or additional costs required to clean up facilities.

## 6002.7 - COORDINATION OF EVENTS - PHYSICAL EDUCATION BUILDING

The purpose of this facility is to provide an area in which experience related to the educational growth and development of students may be carried on. Activities conflicting with the purpose are to be kept to a minimum.

Gymnasium--

1. One high school basketball tournament may be scheduled each year.

2. The Associated Students may schedule this facility on two separate week nights each quarter. On of the two nights should be a Monday or Wednesday, the other, a Tuesday or Thursday. Two weekend nights may also be used each quarter.

   a. If the Associated Students do not exercise this prerogative, unused nights may be assigned to other campus groups through the usual channels.

b. The Associated Students are encouraged to schedule events on Friday or Saturday night.

3. Help for the operation of all events must be secured through the Director of the Physical Plant, where advisable, or through the Division of Health, Physical Education and Recreation.

Swimming Pool --

1. The swimming pool at Eastern Montana College exists primarily to serve the instructional and academic related programs.

2. Scheduled intramural programs and college recreational programs are accorded next priority for pool use.

3. Individual guests, or non-college groups, accompanied by a group leader, may share scheduled college recreational hours, if invited by accompanied by an EMC student, faculty, or staff member. Fees will be charged guests for each swimming session.

   a. Individual guests and groups will be charged a fee of fifty cents per person per session.

4. Other groups, not defined above, will be required to pay for the operating expenses of the facility.

   a. Personnel to operate the pool must be hired through the Division of Health, Physical Education and Recreation.

   b. Minimum personnel to operate the pool for a mixed (male and female) group are:

      One maintenance man
      Two lifeguards
      Two locker room attendants

   c. Wages of operating personnel may be governed by overtime considerations.

   d. When all-college groups (students, faculty, or staff) are involved, costs of the program will be the actual cost of the operating personnel.

e. Pool use is limited to 100 persons at one time.

f. The pool may be rented for a maximum of two hours.

g. The pool may not be rented for individual or personal use.

h. Off-campus groups: Monday through Friday, $1 per person, $30 minimum. Saturday, $1 per person, $50 minimum.

5. Requests for swimming pool use should be processed through the Coordinator of Events, Office of Information, as early as possible, and in no case later than two weeks before the desired use date.

## 6002.8 - COORDINATION OF EVENTS - PETRO THEATRE

The main purpose of this facility is to provide an area in which experiences related to the educational growth and development of students may be carried on.

1. The first priority for use is given the instructional program of the College.

2. Procedures for scheduling Theatre use conform to the standard procedures outlined in the Campus Facilities Requests.

3. The Dean of Students is responsible for assigning Theatre use in cooperation with the Coordinator of Events.

4. The Director of Dramatics normally reserves the Theatre for a period of three weeks preceding opening date of a drama production and for the period covering the performance date. This block of time will not exceed three consecutive Sundays.

5. A qualified person, approved by the Coordinator of Events, will be in attendance during each event to assure adherence to Theatre or College policies and regulations.

6. For events requiring use of special lighting, sound, props, etc., stage hands designated by the Coordinator of Events must be on duty during the entire period of Theatre use. The Coordinator of Events will also determine the number of people required and the pay rates for such help.

7. No smoking will be permitted in the Theatre or other designated areas.

8. The sponsor or sponsoring organization will be responsible for custodial service if refreshments are served in the Theatre or adjacent areas.

Addition
September, 1975

6003 - EMPLOYMENT OF RELATIVES

While the policy of Eastern Montana College is not in any way antagonistic to the employment of qualified relatives, it seems to be common sense and good management that such relatives not be employed within an area supervised by a relative. Hence, the following regulation which has been our general policy, but not published or explained for the benefit of present and prospective employees, is established.

Relatives may not be employed within the same Department, Division, or Office, or within any Department, Division, or Office within the supervision or jurisdiction of the employee's relative. The term "relative" includes the specific relationships of father, mother, son, daughter, brother, sister, uncle, aunt, husband, wife, first cousin, nephew, niece, father-in-law, mother-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepsister, stepbrother, half brother, and half sister.

7000 Series

# CHAPTER VII

# BUSINESS PROCEDURES

## 7001 - BUSINESS PROCEDURES - PREAMBLE

To enable Eastern Montana College to provide physical and financial resources in an effective manner for the benefit of the students, faculty and staff, the College has adopted uniform business procedures for the expenditure, accounting and reporting of all funds available to it. These procedures are designed to provide those who manage College financial revenue with the knowledge they need to carry out their responsibilities while insuring that students, faculty and staff are adequately compensated for any College service costs they may incur.

## 7002 - BUSINESS PROCEDURES - ADMINISTRATION

Business Procedures are administered by the Business Office which is charged with the responsibility of maintaining all records pertaining to campus financial affairs. The Business Office is functionally organized under the Business Manager into four major operating areas headed by the Controller, the Director of Computer Services, the Director of Physical Plant, and the Manager of the Bookstore.

## 7003. 1 - BUDGET CONTROL - BUDGETING DEFINED

Budgeting is the method the College uses to plan future financial needs for all programs to insure that available funds will be distributed as adequately as possible to maintain and improve the overall quality of education at Eastern Montana College.

## 7003.2 - BUDGET CONTROL - BUDGET PREPARATION

1. Annual budgets are prepared in the Spring for the following fiscal year beginning July 1. Instructions are issued annually on methods of preparing budgets and submitting them to the President.

2. The requests are compiled by the President and adjusted according to available funds.

3. The consolidated budget is sent to the Board of Regents for approval. Upon approval, this budget serves as a basis for College operation for a fiscal year from July 1 to the next June 30.

4. Budgets for auxilliary enterprises, student activity accounts, and educational programs are approved locally by the President or his delegate.

## 7003.3 - BUDGET CONTROL - NEW PROJECTS

A department must not initiate any projects which will result in deficit spending. New projects must be presented to the administration for approval and financing.

## 7003.4 - BUDGET CONTROL - RECORD KEEPING

Each department is asked to keep a record of its spending in relation to its budget and process its requisitions accordingly. A detailed record of expenditures is maintained by the Business Office for daily review. A monthly report is furnished to the departments showing the status of their budget.

## 7003.5 - BUDGET CONTROL - CAPITAL EQUIPMENT

Capital equipment allotments should be spent early in the fiscal year. Capital items are defined as those items costing more than $100.00 per unit which have an expected life of more than one year and are non-depreciable.

1. Department chairmen are required to keep an inventory of their department's capital items. The inventory must include any identifiable numbers such as serial numbers.

2. Certain types of capital equipment items must be coordinated, before purchase, with other departments on campus to insure that the equipment is purchased as economically as possible and that it will be compatible with similar equipment the college has. These include:

   a. audio-visual equipment and supplies: Coordinate with Audio-Visual Services.

   b. carpets, draperies, air conditioners, paint: Submit requests to the Business Manager on a project authorization form and coordinate with the Director of Physical Plant.

   c. data processing equipment and supplies: Coordinate with Director of Computer Services.

   d. duplicating and copying equipment: Coordinate through the Business Manager.

## 7003.6 - BUDGET CONTROL - SALARY SAVINGS

Salary savings created by resignations and late appointments are transferred to a general reserve and do not accrue to the department concerned without express designation.

## 7003.7 - BUDGET CONTROL - BUDGET CHANGES

A Budget Amendment Form available from the Business Office should be prepared for changes desired in a departmental budget. Funds can be transferred as follows:

1. Academic and non-academic salaries to a general reserve.

2. Irregular help, operating expenses and capital within these categories.

3. Travel--no transfer.

## 7004 - CENTREX

1. Centrex, the campus telephone system, operates from 8 a.m. to 7 p.m. Monday through Friday. It is closed weekends and holidays.

2. When the switchboard operators are not on duty an answering service will refer emergency calls to the appropriate administrative officer.

## 7005 - MAIL CENTER

1. The campus Mail Center on the second floor of Rimrock Hall is operated by the College as a pickup station for incoming and outgoing mail. The Mail Center is not a branch of the U. S. Postal Service.

2. The Mail Center is open from 8 a. m. to noon and from 1 p. m. to 5 p. m. Monday through Friday. Mail is distributed each day to individual boxes and may be picked up from boxes anytime Rimrock Hall is open.

3. Mail collection boxes have been placed at strategic sites throughout the campus. Mail is collected for sorting by campus employees at times posted on the collection boxes and outgoing mail is picked up daily by the U. S. Postal Service.

4. Members of the faculty and staff may be assigned mail boxes for their personal use. Persons who receive mail through the Mail Center are requested to inform their correspondents of the campus box number and to request use of the number on mail sent to them at the College.

5. Since the center is not a subsidiary of the U. S. Postal Service, mail to be insured, registered or certified must be taken to a branch of the U. S. Post Office.

## 7006 - MAINTENANCE SERVICE

1. Routine maintenance service is requested on a "Work Order" form available from the Physical Plant Department. Requests received by telephone by the Physical Plant will not be honored unless they involve an emergency.

2. The Physical Plant office is open from 7:30 a. m. to 5 p. m. daily except Saturday, Sunday and holidays. For emergencies when the office is closed call the at-home numbers listed in the Eastern Montana College Directory. The first person to call is the general foreman. If you are unable to reach him, call the campus engineer. If the campus engineer is not available, call the Director of Physical Plant.

## 7007 - MEMBERSHIPS

1. Requests for memberships to be paid from appropriated funds from any departmental budget are to be routed to the President's Office for authorization and payment from the membership budget. For accounting purposes please indicate the department which receives the primary benefit of the membership.

2. Requests for memberships to be paid from local funds regardless of source (federal, student or private) should be requisitioned in the usual manner, but routed through the President's Office for his information and concurrence prior to payment.

3. Requisitions for payment of memberships will not be honored by the Business Office until they have been reviewed and approved by the President.

## 7008 - PURCHASING PROCEDURES

1. The Purchasing Division of the State Department of Administration is, by law, responsible for purchasing goods and services for branches of state government, including Eastern Montana College.

2. Purchasing Coordinator

   a. The Purchasing Coordinator in the College Business Office is the only official liaison with the State Purchasing Division.

      i. All goods and services to be purchased by the College and its departments must be coordinated through the Purchasing Coordinator before such purchases are made.

ii. The Coordinator maintains catalogs and descriptive literature to assist departments in selecting goods best suited for their needs.

iii. On special projects that may involve specialized goods or services, the Purchasing Coordinator may be able to help you locate what you need.

b. Campus Store

i. The Purchasing Coordinator maintains a supply of routine office supplies in the Campus Store in the basement of Cisel Hall. A list of items available may be obtained from the Coordinator.

ii. Brands and supplies are continually changing, but the store contains a variety of standard products.

iii. If you are not sure of the description of what you need, please send a sample to stores with your order.

3. Requisitions

a. Requisitions are required to provide purchasing information on which to act locally as well as at the state level.

b. Requisitions and Purchase Orders serve to protect the College and business firms from indiscriminate buying by unauthorized persons, provide financial control, identify staff members and departments requesting a purchase, effect economy in buying, and relieve faculty and staff members of the tedious and time-consuming functions of purchasing.

c. Use of Requisitions

i. A Requisition submitted to the Purchasing Coordinator is the first step in the purchase of any item. Instructions for routing requisitions are contained on the form.

ii. Goods or services desired must be described well enough to permit processing by persons unfamiliar with them. Too many specific details are better than not enough. When applicable, the Requisition should include the manufacturer's name, the model number, size, color, quantity, etc. The catalogs and literature in the Coordinator's office can provide specific descriptive information.

iii. Since the College may receive a better price by obtaining bids on many items, reasons for limitations as to quality, brand, etc., should be indicated on the Requisition. Personal preference is not an adequate reason.

4. Purchasing deadlines

a. Normal purchases of goods and services should be anticipated well in advance of their need. Minor items of relatively little value may, if necessary, be processed on a short-term basis.

b. Capital items should be ordered at least three months before they are needed.

c. Emergency situations may require immediate purchase of more expensive items. Such a purchase may be processed without delay if the requisition is accompanied by a letter justifying the emergency and explaining why the purchase was not anticipated and processed in the normal manner.

d. The Purchasing Coordinator should be given early notice of specialized orders so he may have the material when it is needed.

e. The Business Office will issue a memorandum in April of each year advising fund controllers of the cut off date for purchases using current fiscal year funds.

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5. Requests for payment

   a. Departments are occasionally billed for some goods and services which have not been purchased through normal procedures. It may be necessary, under state regulations, for the department to document why normal purchasing procedures were not used.

   b. In such cases, an invoice is sent to the Business Office by the vendor. The Business Office will forward the invoice to the applicable fund controller to initiate payment.

   c. The fund controller's responsibility is to verify receipt of the goods or services and to prepare a Requisition, Form 130, as a request for payment; or a Request for Check, Form 100, and return it with the invoice to the Business Office.

      i. Form 130 is required when using state funds to pay for goods and services.

      ii. Form 100 is required when local funds are used to pay for goods and services.

   d. The Business Office will not issue a check for goods and services until the transaction has been properly documented.

6. Disposal of Property

   a. The sale or disposal of any equipment requires approval of the State Purchasing Division of the State Department of Administration.

   b. Departments are requested to report to the Business Office all items of property, equipment or furniture in excess of their needs. Excess items will be given proper storage.

   c. If an item has sales value without use value to other departments, the department should confer with the Business Manager as to the sales price and then submit for approval a proposal to sell the item.

d. Equipment to be traded in on the purchase of a replacement should be specified on the Requisition for purchase.

## 7009 - REPRODUCTION OF WRITTEN COPY

1. Machines Center

   a. The Machines Center provides limited printing services to aid faculty members and administrative offices of the College duplicate material for on-campus circulation.

   b. Work to be duplicated must be presented to the Machines Center operator in finished form, typed in black on white paper. Copy must be legible, correct and in the desired form to be duplicated.

   c. A Machines Center Requisition for Service must accompany all work to be duplicated. Forms are available from the Business Office. The Requisition for Service must be filled out by the originating department according to instructions on the form.

   d. Please indicate on the Requisition for Service a specific date by which the project is needed. Except in extreme emergencies, work will be performed on a first-come, first-served basis. Sufficient lead time should be allowed so that the project will be completed by the time it is needed by the department.

   e. Projects of non-routine nature should be discussed well in advance with either the Machines Center supervisor or the Purchasing Coordinator. Additional time will be needed to obtain special papers, inks, binding or other unusual items.

2. Photo copying

   a. The Business Office maintains photo copy centers in several locations on campus.

b. Each department has been issued a meter for the photo-copy machines which must be presented each time copying is requested. Work done for the department will be tabulated on the meter and periodically charged to the department.

c. Fees are posted in each center for personal work copied for the faculty, staff members, students and others.

## 7010 - SALES ON CAMPUS

1. The sale of merchandise of any kind or publications or services on College property other than through the dining halls, cafeteria, Student Union, or the Bookstore, is prohibited except upon written permission of the Business Manager or persons authorized by him to grant such permission.

2. Textbooks, syllabi, manuals, outlines and other materials prescribed for use in various courses are subject to approval of the appropriate academic dean and are for sale only in the Bookstore of Eastern Montana College.

## 7011.1 - SECURITY AND SAFETY - STATEMENT OF POLICY

1. Ordinary events occurring on the campus which involve students or staff are to be treated by staff personnel within the established framework of College organization and policy.

2. Facts relating to questionable circumstances or actions should be reported, through appropriate channels, to the College officer principally concerned.

3. Occasionally, events may occur in which the danger to life or property is so great that outside security forces such as city police must immediately be called in. The welfare of the College as well as of any individuals concerned requires that such resort to external forces be limited to situations in which a condition of emergency exists.

4. Except for emergencies requiring extraordinary actions and in accord with the philosophy expressed in the preceding paragraphs, the following statements of College policy are in effect:

   a. No Eastern Montana College staff member or employee is authorized to contact or call in off-campus security forces such as city police except in emergencies or upon authorization of an administrator: The President, Business Manager, Director of Physical Plant, Chief of Security, or, in cases where students appear to be involved, the Dean of Students. The President shall be informed immediately and preferably before the action is taken.

   b. Papers, materials or items of any kind shall not be removed from academic or administrative offices and related spaces, except as authorized by the person or persons having custody of such materials.

   c. Search and seizure shall be made only as incidental to an arrest or with a warrant or with permission from the person in charge of the area, or to eliminate a fire hazard, as authorized by federal law.

   d. These policies do not preclude routine activities of staff, including janitorial and security personnel, which take place within the established framework of College policy and procedures.

## 7011.2 - SECURITY AND SAFETY - LAW ENFORCEMENT

1. The College maintains a uniformed unit under the supervision of the Director of Physical Plant to maintain the security of the lives and property on campus. The Security Office should be notified on all matters in which laws are suspected to have been violated.

2. The Director of Physical Plant or his authorized representative has absolute authority in the security of College property and is authorized and expected to:

   a. question individuals concerning their presence on College property.

   b. question individuals present on College property after hours.

   c. remove unauthorized individuals from buildings and other College property.

3. Breaches of security

   a. Any breach of security involving a student will be turned over to the Dean of Students for disciplinary action; or, in some cases, to the city police for prosecution.

   b. Any breach of security involving a faculty member will be referred to the appropriate dean; or, in some cases, to the city police for prosecution.

## 7011.3 - SECURITY AND SAFETY - FIRE

1. If you discover a fire in a building on campus:

   a. sound the building fire alarm.

   b. call the city fire department.

   c. call the Security office.

2. Fire drills are conducted in all academic buildings periodically during the year.

3. If a fire alarm sounds, leave the building as quickly as possible. Instructions on proper routes for evacuation are posted in the buildings. Do Not Use Elevators. Walk!

## 7011.4 - SECURITY AND SAFETY - SMOKING

Smoking is prohibited in classrooms, laboratories, libraries, auditoriums and any other area where it would be against safe practice, such as the Physical Plant paint room and refueling areas. Smoking is allowed in offices, hallways, the Student Union Building, residence hall rooms and eating areas.

## 7011.5 - SECURITY AND SAFETY - BUILDINGS

1. Keys to buildings on campus are issued by the Director of Physical Plant upon completion of a standard form which requires approval by the divisional and/or departmental chairman or the dean of the individual seeking key privileges.

2. Keys are for use only by the person for whom they are requisitioned, and are not to be loaned or given to anyone else. Duplicate keys are to be made only by the Physical Plant upon proper authorization.

3. Campus Security Officers have been instructed to open only the outside doors of a campus building and are NOT, without written instructions through the Chief of Security, to open any inside doors on a regular basis. Responsibility for unlocking and supervising areas inside a building rests with the building supervisor and related department heads.

4. Since schedules may vary from quarter to quarter, a memorandum should be submitted to the Chief of Security from building supervisors each quarter specifying when the building is to be unlocked and when it is to be locked.

5. Following is a list of building supervisors:

   a. Residence halls--Director of Housing.

   b. Bookstore, Food Service, McMullen Hall, Cisel Hall--Business Manager.

   c. Science Hall--Dean, School of Liberal Arts.

   d. Education Building, Campus Elementary School, Special Education Building--Dean, School of Education.

   e. Library and Auditoriums, Audio-Visual Services Area--Librarian/Director of Instructional Media.

   f. Petro Theatre, Student Union Building, Residence Halls--Dean of Students.

   g. Liberal Arts Building--Dean, School of Liberal Arts.

   h. Physical Education Building--Chairman, Health, Physical Education and Recreation.

   i. Physical Plant Shop, Greenhouse--Director of Physical Plant.

   j. Campus Mail Center--Controller.

   k. Music Hall--Chairman, Dean, School of Liberal Arts.

6. Lost building keys should be reported to the Campus Physical Plant Department office in the basement of McMullen Hall. Keys found to buildings or other property should be taken to that office.

## 7011.6 - SECURITY AND SAFETY - TRAFFIC AND PARKING ON CAMPUS

1. Traffic and parking regulations for the campus are printed in a brochure available from the Security Office.

2. Parking permits may be purchased and fines paid at the Security Office in the basement of McMullen Hall. Permits are also available at the Vehicle Registration desk during Registration each quarter. When the Security Office is closed, fines may be paid by depositing them in a slot in the Business Office window on the first floor of McMullen Hall.

3. Arrangements for special parking such as that for handicapped persons can be made through the Security Office.

## 7011.7 - SECURITY AND SAFETY - LOST AND FOUND

1. A Lost and Found is maintained in the Office of Information on the first floor of McMullen Hall.

2. Found items should be turned into the Lost and Found or into the Security Department.

3. Discovered items turned in at the nearest building for convenience should be delivered by building personnel to the Lost and Found.

## 7012.1 - TRAVEL - GENERAL GUIDELINES

The State Department of Administration has issued the following guidelines for persons who approve travel requests:

1. Personal contact is often the most economical and practical method of achieving effective communication and associated objectives.

2. Attendance at conferences or meetings should, except in unusual circumstances, be limited to those persons directly concerned with the topics under consideration.

3. Transportation utilized is to be the most economical in terms of direct cost to the State and the employee's time away.

4. Trips should be scheduled to avoid unnecessary back-tracking and overlapping as much as possible.

## 7012.2 - TRAVEL - AUTHORIZATION

1. All out-of-town business travel requires approval before the trip is taken. Application must be made on a "Travel Requisition" channeled through the department head, dean and President for approval.

2. Travel for which the college will not be asked to pay may require authorization if the individual will not be able to fulfill his or her function on an assigned work day.

3. Administrators must file out-of-state travel applications in the Office of the President.

## 7012.3 - TRAVEL - METHODS OF TRAVEL

1. Common Carrier

   a. After authorization for a trip has been secured the staff member may borrow a transportation book from the appropriate dean which will permit the purchase, without outlay of cash, of an airline, railroad or bus ticket through a local travel agency.

   b. All tickets needed for the trip should be purchased at this time as the transportation book must be available to others and may not be taken on the trip.

   c. Common carrier is the preferred method of travel for state employees going on trips.

2. Private Car

   a. A staff member is expected to travel by train, airline (tourist class), or bus.

   b. If a staff member prefers to use his own car, the fixed fare by common carrier will be allowed except in cases where considerable time will be saved by use of the private car, in which case, reimbursement will not exceed 12 cents a mile.

   c. State regulations require an employee using his personal car on state business to carry the minimum public liability insurance. The College automobile liability insurance does NOT cover private vehicles driven on College business.

   d. So that travel funds may be used to the best advantage, staff members are asked that if several persons attend the same meeting they arrange their schedules so they can travel together.

3. State Vehicle

   a. The College Physical Plant Motor Pool maintains cars, station wagons, trucks and suburbans for use by the faculty and staff on College Business.

b. Charges for use of Motor Pool vehicles will be made according to the following schedule:

i.

| Item | Distance Basis | Time Basis |
|---|---|---|
| Passenger Car | 14¢ per mile | $1/hour, or $5/day |
| Station Wagon | 15¢ per mile | $1/hour, or $5/day |
| Suburban or Travelall | 18¢ per mile | $1/hour, or $5/day |
| Pickup | 16¢ per mile | $1/hour, or $5/day |
| Panel or van | 16¢ per mile | $1/hour, or $5/day |
| 2-ton truck | 25¢ per mile | $1/hour, or $5/day |

ii. Rates cover all operating expenses, including repairs, except parking fees and overnight storage.

c. Charges are made under the rate which gives the higher total bill.

d. The first $100 of repairing accidental damages to the vehicle, including towing cost, will be charged to the department to which the vehicle has been temporarily assigned.

e. College-owned vehicles used in the Billings area must be returned to Physical Plant storage overnight unless other arrangements have been made in advance.

f. Requests to use cars are to be made to the Motor Pool in person or by telephone. The earliest request for a car has preference. This does not invalidate the requirement to process a travel authorization through the appropriate dean or fund controller to the President's Office.

g. Formal memoranda are not required, but any time a student is to be issued a vehicle written authorization will be required from the staff member in charge.

h. The person to whom the vehicle is issued is responsible for its general care and upkeep while he is using it.

i. A state credit card is furnished with the car for the purchase of gasoline and oil in the state of Montana. The person to whom the vehicle is issued will sign the delivery receipt for gasoline, oil and minor maintenance services at the time of purchase.

ii. For out-of-state gasoline and oil purchases, oil company credit cards are furnished by the Physical Plant Department. Such credit cards are NOT to be used within the State of Montana.

iii. If it is necessary to purchase a tire on a trip within the state, such purchase should be made from a tire distributor, if possible. Purchase from a tire distributor will normally entail less cost as a result of statewide purchase agreements arrived at each year with all major tire distributors.

i. A Vehicle Requisition and Trip Ticket is issued for each trip by the Motor Pool. The ticket is to be filled out as indicated and returned with all credit cards immediately upon completion of each trip, along with all credit card sales tickets. If a trip is completed after hours, the credit cards, sales tickets, Vehicle Requisition and Trip Ticket and keys should be left in the letter drop in the door to the Physical Plant office adjacent to Rimrock Hall. The vehicle should be left in the area designated by the Physical Plant.

j. Staff members are cautioned that state vehicles are to be used for state business only.

k. Accidents with a state car

i. Any accident in which an Eastern Montana College State Vehicle is involved must be reported in triplicate to the Controller of the College within forty-eight (48) hours. Forms are provided in the glove compartment of each vehicle.

ii. If the accident occurs within the limits of a city, city police must be notified. Any accident outside of a city in which there is a personal injury or more than $100 damage must be reported to the State Highway Patrol. A written report must be filed with the State Highway Patrol within ten (10) days of any accident in which there is more than $250 damage to one vehicle or a person is injured.

iii. No representative of the College should assume liability or authorize repairs to damaged property.

iv. The State Board of Examiners has asked that persons driving State-owned vehicles do NOT give written signed statements on accident cases other than to representatives of our insurance company or to State officials or police officers. The names of our insurance company representatives are to be found in the cars.

4. Insurance Coverage of State-owned automobiles

a. Public Liability insurance of the College may extend to payment of sums within the limits indicated below which the College shall become legally obligated to pay as damages because of bodily injury and injury to or destruction of property caused by accident and arising out of the ownership, maintenance or use of the automobile, whether or not the driver is an employee, and irrespective of the nature of business for which the automobile is used, provided that it is operated with the permission of the College. This insurance does not extend to employees of the College covered by Industrial Accident Insurance, or to property of the College.

b. The limits of liability of the State policies on State automobiles is $100,000 (one accident); $50,000 (one person) for bodily injury; $1,000 (one person) for medical payments; and $5,000 for property damage. Occupants, not employees, of automobiles are covered only for damages for which the College is legally obligated; that is, where negligence of the College is proved.

c. Members of the staff responsible for students riding in College automobiles are required, in compliance with action of the State Board of Examiners, to requisition trip insurance, to be paid from the particular activity concerned and/or departmental budget allotments. Private cars on which the College pays mileage must be adequately covered by automobile insurance.

d. The State carries fire insurance on all state-owned automobiles.

e. Eastern Montana College has been advised by the legal firm of Anderson, Symmes, Forbes, Peete & Brown, which has been retained by Eastern Montana College, of its opinion on the extent of bodily injury and property damage insurance coverage afforded to faculty and employees of Eastern Montana College under the terms of the State insurance policy covering automotive vehicles:
   -- The policy that the State of Montana carries affords complete protection for the State-owned vehicles but does NOT provide protection for faculty and employees who use their personal car to conduct business for Eastern Montana College and are reimbursed for this use on a mileage basis.
   -- Those who use their personal automobile to conduct business for Eastern Montana College should consult either with their attorney or their insurance agent and review the limits of property damage, bodily injury and personal liability insurance. For very little additional premium, individuals can increase their policy to maximum amounts for personal liability and property damage to afford them more complete protection should the need arise.

## 7012.4 - TRAVEL - REIMBURSEMENT OF EXPENSES

1. Travel expenses of State employees may be paid by credit card, out-of-pocket cash, travel advances or a combination of these.

   a. In all cases an employee must complete Form DA-101, Travel Expense Voucher, to document times, places and nature of travel and to document allowable reimbursements.

   b. When per diem rates are claimed, receipts as required by the College are to be attached to the College copy of the Travel Expense Voucher.

2. Transportation expenses

   a. Employees shall be reimbursed for reasonable and necessary expenses incurred in getting to and from those places involved in College business.

   b. The State's policy is that the least expensive mode of transportation available will be used considering both State time and actual costs.

      i. Common carrier tickets can be purchased from a travel agency with a transportation book borrowed from the appropriate dean.

      ii. Cars from the College Motor Pool will be charged to the user's department at the rates listed.

      iii. Reimbursement for use of personal cars will be at the rate of 9 cents a mile or the "air travel equivalent," whichever is less. Reimbursement at 12 cents a mile will be made only when state vehicles are not available and written approval has been obtained prior to departure documenting that a state vehicle is not available or that travel in a state vehicle is not "in the best interest of the state."

3. Per diem

   a. Per diem is a lump sum allowance provided to cover travel costs above transportation and allowable miscellaneous expenses.

   b. Per diem is paid when an employee is in a travel status for more than three hours. Thereafter, the allowance is based upon whether the employee was in a travel status for more or less than 24 hours. The allowance for trips of 24 hours or less is computed by 6-hour increments or fractions thereof based on lapsed time.

   c. If travel occurs only between 7 a.m. and 6 p.m. and the employee's normal work day is between 8 a.m. and 5 p.m., the per diem allowance will be only for a "noon" meal allowance of $2.

   d. The allowance for trips of more than 24 hours is computed on a "clock quarters" method. The allowance is dependent upon which quarter of the 24 hours departure and return times fall. Different allowances are provided for in-state, out-of-state travel and trips to Washington, D.C.

   e. Departure and return times are normally considered to be when an employee leaves from and returns to the College, unless he leaves directly from his home, or returns directly to it, in which case, that will be the time used.

4. Allowances

   a. If travel starts and ends within one hour of the employee's normal working shift, the allowance will depend upon what would normally be the main meal during that period up to $1.50 for breakfast, $2.00 for lunch, $3.50 for dinner.

   b. If the travel is less than 24 hours and longer than that mentioned in a, the allowance will be $4.00 for each 6 hours or fraction thereof in-state, $6.25 out-of-state, $7.50 in Washington, D.C.

c. If the travel is for more than 24 hours the allowance will be $16.00 a day for full days and $4.00 for each additional quarter in-state; $25.00 and $6.25 out-of-state; and $30.00 and $7.50 in Washington, D.C.

d. When traveling by air, out-of-state travel will begin at departure time when travel is not interrupted by in-state business stops.

e. If the destination by air is Washington, D.C., and the period of travel is not interrupted for business before arrival in Washington, D.C., the special Washington, D.C. per diem rate will begin with departure from the airport in Montana.

f. When traveling by ground transport, in-state per diem rates apply through the quarter of the day when the employee crosses into a neighboring state; out-of-state rates apply through the quarter when an incoming employee crosses into the state.

5. Miscellaneous Expenses

a. Miscellaneous expenses include necessary working supplies purchased on an emergency basis, taxi fares, business telephone calls, etc. They do NOT include items such as taxes paid on meals or lodging and tips.

b. Each miscellaneous expense claimed must be explained in detail. The approving supervisor is responsible to determine validity of the miscellaneous expenses claimed. Receipts should be required to support each item of miscellaneous expense exceeding $10.00.

6. Travel Expense Voucher

a. Travel Expense Vouchers and detailed instructions for preparing them can be obtained from the Business Office.

b. Please type the voucher and submit three copies to the Business Office along with a Form 130, Requisition, if the expense is to be paid from state funds, or a Form 100, Request for Check, if payment is to be from Local Funds.

c. Record your complete name and mailing address and sign it with the same form of your name.

d. Put in the month for which the voucher is being completed, your department and department number and E. M. C. as headquarters.

e. The voucher contains spaces in which to indicate the nature and date of each trip, time of departure and return, a description of the trip, mode of travel, and columns in which to list transportation, per diem, and miscellaneous expenses paid with the employee's personal funds which are entitled to reimbursement and not provided for in mileage or per diem.

f. Receipts are to be obtained for transportation tickets, registration fees, etc., and attached to the voucher. Small amounts may be lumped by day.

g. The voucher must be signed by the employee who incurred the expense and approved by his supervisor.

h. Each travel expense voucher will be reviewed by the Business Office staff, necessary corrections made and payment prepared.

i. A copy of the Travel Expense Voucher will accompany the check to the employee.

## 7012. 5 - TRAVEL - ADVANCE PAYMENTS

1. Advances will be made for travel when reimbursement for expenses will be paid by funds held by the College. No advances for expenses will be made when reimbursement will be made by third parties.

2. For out-of-state travel, advances will be made for per diem. The College provides a travel book for the procurement of transportation tickets from local travel agents, so that an individual will not be required to use his own funds. For in-state travel, advances will be made for per diem and for the travel in cases where the individual is using his personal car.

3. The amount to be advanced must not exceed the amount indicated on the individual's travel request as the estimated cost of the travel.

4. To procure an advance, the individual presents his copy of the approved travel request to the Business Office no less than five days before the date the individual desires to receive the advance travel allowance.

5. Upon completion of a trip and after submission of a Travel Expense Voucher, a check in payment for travel expense will be delivered to the Business Office. The claimant must pick up the check from the Business Office, at which time reimbursement of advance travel money must be made.

## 7012.6 - TRAVEL - EXPENSES FOR CANDIDATES

1. Approval to bring candidates for faculty positions to the campus at College expense must be obtained from the President or Academic Vice President prior to the visit.

2. When approval for candidates' travel is given, the College will ordinarily make reimbursement on an actual cost basis.

## 7012.7 - TRAVEL - REIMBURSEMENT FOR STUDENT RELATED ACTIVITIES

1. Faculty-staff members accompanying students on authorized curricular or extra-curricular trips sponsored by departments or divisions of the College have their travel and per diem expenses paid for such trips from regular operating funds of the College department or division.

2. Faculty-staff members accompanying students on authorized extra-curricular trips sponsored by a student activity or student organization, have their travel and per diem expense paid for such trips from funds of that student activity or organization.

3. Faculty-staff members who attend state, regional or national meetings or conventions as authorized representatives or delegates for a student activity or student organization have their travel and per diem expenses paid for such trips from funds of that student activity or organization.

Revision 1
September 22, 1975

# HANDBOOK

# REVISIONS

URGENT!! PLEASE REPLACE THESE PAGES FOR YOUR FACULTY AND STAFF HANDBOOK

NOTE: You will note some pages need to be replaced, not for change in content, but due to the necessity to keep pages in correct order.

1. Index - pp. 1, 2, 3, 4, and 7

   CHANGE: Addition 3017.1 and 6003; Revisions 1001, 2007, 2027, 3008, 3017, 3020 and 4004.14

2. Chart of Administration 1001

   CHANGE: Administrative Structure

3. 2007 - pp. 2, 3, 4; 2008 - p. 2

   CHANGE: 2007 - Responsibilities of Department Heads
   REASON: Change in Administrative Structure

4. 2025, 2026, 2027 - pp. 2, 3; 2040 - p. 2

   CHANGE: 2027 - Responsibilities of the Coordinator of Student Teaching
   REASON: Teacher Education Committee Minutes November 7, 1974

5. 3006 - p. 2; 3007 - p. 2; 3008 - p. 2

   CHANGE: 3008 - Committee on Computer Utilization
   REASON: Academic Council Minutes 12/5/74

6. 3017 - pp. 2, 3, 4, 5, 6; 3017.1; 3018, 3019, 3020

   CHANGE: 3017 - p. 3 - V. - Composition and Functions of Rank and Tenure Committee - Associate Professors 1. Earned doctorate

   REASON: Faculty Meeting - March 13, 1975

6. (continued)

CHANGE: 3017 - p.4 - 1. Professional growth and development - 3rd sentence - 'Publications by the candidate . . . . '

REASON: Complete sentence left out in original page.

CHANGE: 3017.1 - Determining Years of College Teaching or Equivalent. (Addition)

REASON: Faculty Meeting - March 14, 1974

CHANGE: 3020 - Change in Teacher Education Committee Composition and Function

REASON: Academic Council Minutes 12/13/74

7. 4004.14, p2; 4004.15; 4004.16

CHANGE: 4004.14 - Faculty - Employment After Age Sixty-Five

REASON: Section 9 (a) of the Board of Regents of Higher Education Rules for Tenure and Termination

8. 6002.8; 6003

CHANGE: 6003 - Employment of Relatives (Addition)

REASON: Weekly Bulletin Number 683 - September 23, 1974 - page 2 - Tami Krueger - Coordinator, Affirmative Action



END